

REGULATION  PROCUREMENT (DRAFTS)

1 of 3

SECRET



Chief of Procurement

31 October 1951

Advisor for Management

Proposed revision of Procurement Regulations - [ ] 25X1A

1. Submitted herewith for your review and comment are drafts of the following Regulations:

[ ]

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2. These drafts represent revisions of existing Regulation [ ], and include suggestions submitted by your Office. Please note that the policy governing supplies [ ] is included in the draft of Regulation [ ]

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3. It will be appreciated if your concurrence or other comment can be returned to this Office by 15 November. Upon receipt of your comments, this Office will effect necessary coordination with other components of the Agency.

*31 Oct 51*

*25X1A*

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[ ]

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CENTRAL INTELLIGENCE AGENCY

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## PROCUREMENT PROCEDURES

## 1. REQUISITION AND PROPERTY ACCOUNTABILITY PROCEDURE FOR THE DEPARTMENTAL AREA

## A. Establishing of Building Supply Officers

In accordance with Central Intelligence Agency Regulation No.  the Chief of Procurement is authorized to establish Building Supply Officers and supply rooms containing commonly used, expendable office supplies in buildings within the departmental area where such a service is justified. In buildings where Building Supply Officers are established, the Procurement Office will assume direct accountability for all non-expendable administrative property located in such buildings.

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## B. Requisition and Accountability Procedure for Buildings with Supply Officers

(1) The following procedure governing the requisitioning of equipment, and supplies, and accountability thereof will apply in buildings where Building Supply Officers have been established. In such buildings, the Procurement Office will be responsible for:

- (a) The requisitioning, turn-in, and transfer of all administrative property required by activities located therein.
- (b) Establishing of adequate property records and Property control.
- (c) Issuance of property passes for all property removed from such buildings.
- (d) Receiving and coordinating all requisitions for the following minor repairs and maintenances:
  - (1) Replacement of defective light bulbs and broken windows.
  - (2) Repair of: linoleum, wooden flooring, stairways, hand rails, walks, defective window and door locks, plaster or wall board, venetian blinds, wall receptacles, defective wiring, radiators, leaky pipes, toilet facilities, roof leaks, buzzers, air conditioning units, fans, drinking fountains, all office equipment and machines and other related items.

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Requests for major repairs and services will be directed to Chief, Building Maintenance and Utilities Division, Administrative Services, through the Building Supply Officer.

- (2) The names of the individuals authorized to request non-expendable property from stock will be furnished to the Procurement Office. Number of individuals so authorized will be kept to a minimum.
- (3) All requests for non-expendable property and expendable supplies not obtainable from the supply room will be directed in writing or verbally, forty-eight (48) hours in advance of need, to the Building Supply Officer.
- (4) The Building Supply Officer will charge all portable items of a non-expendable nature to the using individual by use of Form No. 36-99, "Employee Property Issue Record." It is the responsibility of each employee having custody of portable items so charged to secure a clearance from the Building Supply Officer prior to their changing locations within, or separation from the Agency.
- (5) Accountability for non-expendable administrative property will be maintained by the Procurement Office. The Building Supply Officer will maintain a file on all receiving, transfer, and turn-in documents, and the individual requisitioning the property will be responsible for the proper use, protection, and movement of the property.

C. Building Supply Rooms

The Chief of Procurement shall establish supply rooms containing commonly used expendable office supplies in buildings where such a service is justified. Offices serviced by the supply rooms are responsible for assuring that only minimum quantities of supplies are maintained within their areas, as supplies are available from the supply rooms on a daily basis. Space in safes and other filing equipment will not be used to store such items. Form No. 36-204, "Building Supply Order," will be completed in single copy by designated responsible officers and will be presented to the storekeeper for issue purposes.

D. Accountability Procedure for Areas Without Building Supply Officers

- (1) The following accountability procedure will apply in areas where Building Supply Officers have not been established:

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- (a) Accountable Officers, designated in accordance with CIA Regulation  will designate individuals as responsible officers according to the organizational structure or location of the activity. Responsible officers will take all necessary precautions for the proper use, protection, and movement of any Government property which may come into their custody or control. 25X1A
- (b) Listed below is the prescribed manner in which property records will be maintained by accountable officers:
- (1) A property record account will be established for each designated accountable officer and an account number will be assigned to each account by the Chief of Procurement.
  - (2) Accountable Officers will utilize Form No. 36-19, "Property Inventory Record." To record debit and credit transactions of non-expendable property and to indicate, by item, total accountability for property under their control. The columns under the heading "Property Location" will be used to indicate the total accountability of each responsible officer under their jurisdiction.
  - (3) Accountable Officers will maintain a numerical file of credit and debit vouchers to support transactions in their property accounts.
  - (4) When an accountable officer authorizes the issue of small portable items, such as brief cases, pen sets, etc., he will prepare Form No. 36-99, "Employee Property Issue Record," which will be initialled by the recipient. When the property is returned, the accountable officer may issue a receipt, if requested, to the employee. In the event an employee is separated or transferred from the activity to which he is assigned, the accountable officer will be responsible for determining that all items charged are returned in such condition as received, reasonable wear and tear excepted, before issuing a property clearance for the employee concerned.

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- (5) "Reports of Inventory Adjustments," Form No. 36-16, will be prepared in triplicate and forwarded to the Chief of Procurement. The use of such reports will be confined to rectifying errors resulting from incorrect nomenclature, clerical or typographical errors, and assuming accountability for property previously unaccounted for.
- (6) "Survey Report," Form No. 36-18, will be prepared in triplicate and forwarded to the Chief of Procurement in the event property is lost, destroyed, damaged or stolen. Thefts of property should be reported immediately to the Physical Security Branch, Inspection and Security Office, in order that a prompt investigation may be carried out.
- (7) The Chief of Procurement is hereby delegated authority to approve Certificates of Droppage-Expendable Supplies, to delete from accountability expendable supplies, which have become lost or destroyed without fault or neglect while on hand in a supply account, when the aggregate loss per account, except fuels and lubricants, does not exceed \$10.00 per quarter. A maximum tolerance of one percent will be allowed for gasoline evaporation. It is not the intent of this delegation to provide a quarterly allowance, which may be accrued or claimed as a matter of right without regard to actual losses, but rather to establish a limitation on the value of items that may be dropped from the stock record account by expeditious procedure.
- (8) Transfer of property accountability will be effected by a review of the records and the conducting of a physical inventory by the interested individuals. Upon the acceptance by the incoming officer that the records are in order and the property physically accounted for, a memorandum certificate will be executed by the incoming and outgoing officers and forwarded to the Chief of Procurement for approval. Minor differences may be approved by the Chief of Procurement. In the event that the differences are of a major nature, survey reports will be prepared and the services of the Office of the Auditor may be requested.

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- (c) Field Offices of the Contact Division will maintain a Voucher File containing receiving and issue documents, and Form No. 36-99, "Employee Property Issue Record," reflecting withdrawals of non-expendable portable items from activity location.

E. Requisitioning Procedure - Domestic

Requisitions for equipment, supplies and services (other than those supplied by Administrative Services) will be prepared on Form No. 36-7, regular or master ditto, by the requesting office, as follows:

- (1) For supplies in the Supply Stock Account Catalogs:

Separate requisitions will be prepared on the regular Form No. 36-7 in the number of copies outlined below, and forwarded by the Building Supply or Accountable Officer to the Supply Stock Account, unless the nature of the material requires prior approval as indicated in paragraph (3), below. One copy of each requisition issued will be forwarded direct to the Control Group, Procurement Office, for filing in the chronological file.

Supply Stock Account #1 - Original and 6 copies  
 Supply Stock Account #2, 3 and 6 - Original and 2 copies  
 Supply Stock Account #4 - Original and 4 copies  
 Supply Stock Account #5 - Original and 3 copies  
 (The above is accomplished by Building Supply Officers where they have been established.)

- (2) For supplies or services which require Purchase or Contract Action:

Requisitions will be prepared on Form No. 36-125 "Master Ditto" by the requesting office and forwarded to the Procurement Office (Control Group) via the Building Supply or Accountable Officer for action, except as specified in paragraph (3), below. A carbon copy will be retained by the Building Supply or Accountable Office to hold in suspense pending receipt of a reproduced copy to be returned by Procurement Office (Control Group.) A separate requisition will be prepared for each major commodity, i.e., Communications Supplies, Photographic Supplies, Household Supplies, Office Supplies, Ordnance Supplies, etc.

- (3) Requisitions for the following types of materials must be forwarded through the Office as indicated below for approval prior to the issuance of material by the Supply Stock Account:

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## I. CIA Property Survey Board Procedure

- (1) Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.
- (2) Designate any qualified individual to act for it in appropriate cases in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned, and where the estimated damage is not in excess of \$100.00.
- (3) Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual to act for it in appropriate cases under this authorization.
- (4) Recommend action to the Deputy Director (Administration), who will take final action or recommend action to the Director, in connection with paragraph 1 I(1), above, where the monetary value involved is in excess of \$1,000.00.
- (5) Require such initial Survey Reports and presentation of evidence, either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.
- (6) Maintain adequate records of its actions.
- (7) Responsible individuals will be notified of the Property Survey Board's decision and, where pecuniary responsibility has been established, may appeal in writing to the Director, through the Property Survey Board, within thirty days after receipt of information of such liability.

## J. Removal of Property From Government Buildings

A properly authenticated "Property Pass," Form No. EM-68, is required before Government property can be removed from CIA buildings. Building Supply Officers, Property Accountable Officers, and other employees designated by the Chief of Procurement are authorized to issue property passes. Requests for property passes should indicate the name of the individual using the pass, distribution and serial number of the item, whether Government or personally owned, and time of departure. The request should be forwarded so as to allow ample time for its preparation. The Chief of Procurement will file with the Captain of the PBA Guard Force,

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through the Inspection and Security Office, a list of all personnel authorized to issue property passes.

K. Misuse of Government Property

Government property will not be used for any purpose other than official performance of work for CIA.

L. Accountability for Unclassified Documents and Foreign Bound Books and Periodicals

(1) The CIA Library is accountable for all unclassified domestic and foreign bound books and periodicals obtained by purchase with the following exceptions:

- (a) Desk dictionaries, Government Manuals, Style Manuals, and such publications listed as expendable items in the CIA catalog.
- (b) Readily available English Language periodicals and newspapers which are not designated as "Official Library Copies."

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## (a) Authorization:

- (1) CIA Regulation   authorizes Chief or Acting Chief of field station to effect procurement within certain monetary limitations with petty cash, provided such purchases are in accordance with procedures of the Procurement Office. 25X1A
- (2) As a general rule, petty cash purchases are to be made only in the case of an emergency or when it is not possible to effect the purchase through normal channels.

## (b) Designation:

The Chief or Acting Chief of each field station may designate in writing a responsible employee to maintain and account for a petty cash fund. Only one employee may be authorized to carry out this function; however, change may be made in designation when deemed necessary. The designation shall be prepared in duplicate; a signed copy shall be attached to the first original voucher submitted under such designation.

## (c) Funds:

Petty cash purchases should be financed when possible from personal funds; however, station may request from Special Funds, through Chief of Procurement, an advance in the amount not to exceed \$200.00 which will be in effect a working fund. Reimbursement thereto will be made from regular vouchered funds. Accounting for the advance, when made, will be in accordance with procedures of Finance Division, Office of the Comptroller.

## (d) Preparation and Transmittal of Vouchers:

(1) Forms:

- (a) Std. Form 1129 - Voucher for Petty Purchases  
(original printed on white paper,  
size 8½" x 11".)

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- (b) Std. Form 1129a - Same as Form 1129, (memorandum copy printed on yellow paper).
- (c) Std. Form 1129b - Voucher for Petty Purchases, continuation sheet (original printed on white paper).
- (d) Std. Form 1129c - Same as above, memorandum copy (printed on yellow paper).

The columnar headings of the forms have been so arranged as to permit their use when foreign currency is involved, and when so used the value of the purchase may be shown in U. S. dollars in the aggregate for all purchases made at the same conversion rate, thus making unnecessary the showing of the exchange rate for each purchase.

- (2) Vouchers will be prepared in triplicate, using original Form 1129, and two copies of Form 1129a. List on reverse, and continuation sheet if necessary, all expenditures incurred. Each item listed should be supported by an original bill or invoice of the dealer when cash purchases are for \$1 or more (and lesser amounts if receipts are convenient to secure) or other form of payment evidence. Receipts shall be consecutively numbered as subvouchers and securely attached at the specified place in the upper left hand corner of original voucher form. When the required receipted bills or invoices (subvouchers) are not attached, a statement of the circumstances which rendered their procurement impracticable should be made on the voucher.
- (3) Voucher to be prepared at close of each month, or oftener if necessary.
  - (a) The original of the voucher, supported by receipts where applicable, shall be certified by the said employee to whom payment is to be made and by Chief or Acting Chief of the station.

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(e) Restrictions:

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As previously indicated, purchases under the petty cash procedure shall be made in case of an emergency and when it is not possible or feasible to secure the desired items through normal channels. Even though an emergency does exist, the following items cannot be procured under the petty cash procedure unless a waiver is secured in advance from the mandatory source of supply; or the emergency is such that the delay involved in procuring items through normal channels or securing waiver would be detrimental to the operation of station, and when such is the case, statement setting forth all circumstances will accompany the voucher.

(a) Government Printing Office:

Standard forms, bound books, pressboard notebooks, stenographers' notebooks, blank books, ruled cards, stock tablets, blank paper, blotting paper, cardboard, newsboard, glue and all types of inks.

(b) Blind Made Products:

Corn brooms, chair pads, rubberized fabric mats, pillowcases, towels, mops and mop handles.

(c) Federal Prison Industries:

Brooms (other than corn), brushes, canvas goods, castings, wood specialties (such as desk trays), gloves, wood block type mats, metal specialties and laundry service.

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(d) Federal Supply Service:

Electric lamps (bulbs), vacuum cleaners and repair parts, offset duplicating supplies, paper drinking cups and dispensers, machine tools, small machines and accessories and parts, some periodicals and lawbooks, v-beltting, floor coverings, purchase and rental of microphotographic equipment, spark plugs, heavy duty electric storage batteries, tires and tubes, tire chains, gas and oil, fuel oil and kerosene, filing equipment, storage and transfer cases, erasers, copy holders, indexes, typewriter parts and household and quarters furniture.

(e) Post Office Dept. (Schedule 5):

Printed and plain envelopes.

(2) There follows a partial listing of items and/or services which are obtainable under the petty cash procedure:(a) Payment of rental of Post Office Boxes.(b) Payment in connection with unpacking, uncrating and local transportation of supplies and equipment received in field offices.(c) Changing of combinations and repair of safes.(d) Screwdrivers, screws, string, wrapping paper, etc. under \$1.00.(e) Mimeographing, photostating and duplicating services in cases of emergency or where security is involved.(f) Electric cords, sockets, cash boxes, office signs.(g) Maps, directories, newspaper, periodicals, special publications (provided such are not under Federal Services Schedule 35).(h) Camera repairs and official photo supplies and film.

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- (i) Keys and locks.
- (j) Stenographic services when properly justified.
- (k) Rental of safety deposit boxes (when approved by Security Division, I & S).
- (l) Rental of conference room when properly justified.
- (m) Official rubber stamps.
- (n) Repairs to office machines, electrical equipment, etc. (when a showing is made that the free service period has expired).

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There are no restrictions with respect to materials which may be purchased with petty cash; however, purchases should be from local sources in case of emergency and when it is not possible to secure desired items through normal channels.

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## 1. PROPERTY RESPONSIBILITY AND ACCOUNTABILITY UNDER EMERGENCY SITUATIONS

## A. Relief from Responsibility and Accountability

Under the procedures of this Regulation relief from responsibility and accountability may be granted for loss, abandonment, or destruction of property in the field as the result of military, political, or other emergency situations.

## E. Dropping of Responsibility

Chiefs of Field Stations may drop responsibility for property charged to their accounts under the following conditions:

- (1) When such property is located in an area in which United States Military Forces have been authorized to drop accountability.
- (2) When an unforeseen emergency situation develops requiring the immediate abandonment or destruction of station property.
- (3) When instructed to do so by the appropriate Assistant Director or his designee, (1) in anticipation of an emergency situation, or (2) for operational purposes.

## C. Submission of Recommendations

When it is apparent that a situation may develop requiring the abandonment or destruction of station property, Chiefs of Field Stations shall submit to the appropriate Assistant Director recommendations for dropping of property responsibility and for disposition of property charged to his account. Such recommendations shall be accompanied by a completed inventory of such property on Form No. 36-18, "Survey Report."

## D. Departmental Action

Upon receipt of the Station Chief's recommendations, the Assistant Director shall forward them, along with his own recommendations, to the Chief of Procurement who is accountable for property abandoned, destroyed or dropped from the records by Chiefs of Field Stations.

## E. Unforeseen Emergency Situations

When an emergency situation does not permit the preparation and submission of recommendations to headquarters nor the preparation of an

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inventory in advance of abandonment or destruction of Agency property, Station Chiefs shall notify, through the appropriate Assistant Director, the Chief of Procurement who shall prepare a Form No. 36-18, "Survey Report", based upon headquarters records. A full report of the circumstances shall be submitted by the Station Chief through appropriate Assistant Director to the Chief of Procurement as soon as conditions permit.

## F. Interim Responsibility

The relief from formal responsibility under these provisions does not relieve responsible individuals from exercising due care in the safe-guarding of Government property.

## G. Re-establishing of Property Responsibility

(1) When the situation permits the re-establishment of property responsibility in the area, it is the responsibility of the Station Chief to take aggressive action to ensure, to the extent possible, that all property formerly on his account is reentered on property records, and to exercise supervision to prevent the abandonment or misappropriation of supplies and equipment prior to its being picked up on the records.

(2) All equipment returned to supply channels will be listed on a Property Turn-in Slip and forwarded in two copies through channels to the Chief of Procurement. These shall be the basis for posting stock control cards. Thereafter, standard supply record procedures shall be followed.

H. Station Chiefs exercising supervision over installations in more than one shall apply the policies and procedures of this Regulation in behalf /locality of such installations. In the event of loss of communication with such installation, the senior officer at each station shall act independently in accordance with this Regulation until such time as communications may be restored.

Deputy Director . Effective:  
(Administration)

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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Advisor For Management

DATE: AUG 1 1951

FROM : Chief of Procurement

SUBJECT: Proposed CIA Regulation ☐

25X1A

1. Attached hereto is proposed CIA Regulation ☐

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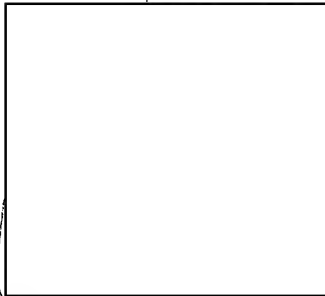
Subject - Transfer of Property Accountability To Other Govern-  
ment Agencies ☐ which is forwarded for  
coordination and issuance by your office.

2. It is suggested a representative of I&S be included  
as one of the coordinating officials prior to publication of  
the proposed regulations.

☐  
ANDREW E. VAN ESSO

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Attachment (1)

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 20 September 1951

FROM : Chief of Procurement

SUBJECT: Drafts, CIA Regulations, [REDACTED], and Procurement Procedure. 25X1A

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1. The completed drafts of CIA Regulations, [REDACTED] Procurement Policies, and CIA Procurement Procedures, Number [REDACTED] are here submitted, including one carbon copy of each.

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2. It is requested that during the consideration of subject drafts and in the necessary coordination, the Inspection and Security Office be included.

[REDACTED]  
ANDREW E. VAN ESSO

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CENTRAL INTELLIGENCE AGENCY REGULATION

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- 1 PROCUREMENT POLICIES AND PROCEDURES
- 2 PROPERTY AND SUPPLY
- 3 SUPPLY - OVERT FIELD STATIONS
- 4 PROPERTY RESPONSIBILITY AND ACCOUNTABILITY  
UNDER EMERGENCY SITUATIONS

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Effective: 13 July 1951

Rescind :  1 April 1951

*Returned from  
Reproduction  
18 July 51*

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: JAN 13 1951

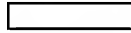
FROM : Chief of Procurement

SUBJECT:  Proposed Supply Regulations

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Transmitted herewith are the proposed Property and Supply Regulations,  which apply to the various overt operating activities within CIA.



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ANDREW E. VAN ESSO

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*15 Jan 51*

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C. Request for Approval in Excess of Limitations

Supplies or equipment in excess of authorized limitations, require prior approval of the Chief of Procurement or his designated representative.

D. Property Accounting

One signed receiving or issue document covering each transaction will be directed to the Chief of Procurement.

E. Property Losses through Open Hostilities or Political Situations

Property completely lost as a result of open hostilities or political situations with a foreign government will be dropped from accountability by submission of request by the Headquarters Division Chief to the Chief of Procurement. Necessary adjustment reports will be prepared by the Procurement Office and presented to the CIA Property Survey Board for final approval. Partial losses of such property as a result of conditions specified above will be processed in accordance with procedural instructions pertaining to survey reports.

F. Shipments of Supplies and Equipment

Shipments, except minor items transmitted by regular mail or pouch, from Washington will be effected by the Procurement Office. Shipments originating at the field offices will be made by the field office concerned.

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## CENTRAL INTELLIGENCE AGENCY REGULATION

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13 July 1951

## 4. PROPERTY RESPONSIBILITY AND ACCOUNTABILITY UNDER EMERGENCY SITUATIONS

## A. Relief from Responsibility and Accountability

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Under the policies and procedures of this Regulation and Regulation No. [ ] relief from responsibility and accountability may be granted for loss, abandonment, or destruction of property in the field as the result of military, political, or other emergency situations.

## B. Dropping of Responsibility

Chiefs of Field Stations may drop responsibility for property charged to their accounts under the following conditions:

- (1) When such property is located in an area in which United States Military Forces have been authorized to drop accountability.
- (2) When an unforeseen emergency situation develops requiring the immediate abandonment or destruction of station property.
- (3) When instructed to do so by the appropriate Assistant Director or his designee, (1) in anticipation of an emergency situation, or (2) for operational purposes.

## C. Submission of Recommendations

When it is apparent that a situation may develop requiring the abandonment or destruction of station property, Chiefs of Field Stations shall submit to the appropriate Assistant Director recommendations for dropping of property responsibility and for disposition of property charged to his account. Such recommendations shall be accompanied by a completed inventory of such property on Form No. 36-18, "Survey Report."

## D. Departmental Action

Upon receipt of the Station Chief's recommendations the Assistant Director shall forward them along with his own recommendations, to the Chief of Procurement who is accountable for property abandoned, destroyed or dropped from the records by Chiefs of Field Stations.

## E. Unforeseen Emergency Situations

When an emergency situation does not permit the preparation and submission of recommendations to headquarters nor the preparation of an inventory in advance of abandonment or destruction of Agency property, Station Chiefs shall notify, through the appropriate Assistant Director, the Chief of Procurement who shall prepare a Form No. 36-18, "Survey Report," based upon headquarters records. A full report of the circumstances shall be submitted by the Station Chief through appropriate Assistant Director to the Chief of Procurement as soon as conditions permit.

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## F. Interim Responsibility

The relief from formal responsibility under these provisions does not relieve responsible individuals from exercising due care in the safeguarding of Government property.

## G. Re-establishing of Property Responsibility

- (1) When the situation permits the re-establishment of property responsibility in the area it is the responsibility of the Station Chief to take aggressive action to ensure, to the extent possible, that all property formerly on his account is reentered on property records, and to exercise supervision to prevent the abandonment or misappropriation of supplies and equipment prior to its being picked up on the records.
  - (2) All equipment returned to supply channels will be listed on a Property Turn-in Slip and forwarded in two copies through channels to the Chief of Procurement. These shall be the basis for posting stock control cards. Thereafter, standard supply record procedures shall be followed.
- H. Station Chiefs exercising supervision over installations in more than one locality shall apply the policies and procedures of this Regulation in behalf of such installations. In the event of loss of communication with such installation, the senior officer at each station shall act independently in accordance with this Regulation until such time as communications may be restored.

*Add Sig: Walter Reid Wolf*

Deputy Director  
(Administration)

Effective: 13 July 1951

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MEMORANDUM TO: Deputy Director (Administration)

SUBJECT : Proposed CIA Regulation No.

25X1A

1. The purpose of this Regulation is to provide a means for relieving field personnel from property responsibility and accountability under emergency situations.

2. The attached is a revision of the draft submitted for concurrence and comment on 4 June 1951 and includes minor changes which were requested to clarify the meaning. The following Offices have concurred in the revised draft:

|                         |                 |
|-------------------------|-----------------|
| OPC                     | Comptroller     |
| OSO                     | Procurement     |
| OO                      | General Counsel |
| Administrative Services | Auditor         |

3. Recommend approval.

Advisor for Management

25X1A

DLM/lis

cc: subject ✓  
      chrono

SECRET

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER  

25X1A

## 4. PROPERTY RESPONSIBILITY AND ACCOUNTABILITY UNDER EMERGENCY SITUATIONS

## A. Relief from Responsibility and Accountability

25X1A

Under the policies and procedures of this Regulation and Regulation No.   relief from responsibility and accountability may be granted for loss, abandonment, or destruction of property in the field as the result of military, political, or other emergency situations.

## B. Dropping of Responsibility

Chiefs of Field Stations may drop responsibility for property charged to their accounts under the following conditions:

- (1) When such property is located in an area in which United States Military Forces have been authorized to drop accountability.
- (2) When an unforeseen emergency situation develops requiring the immediate abandonment or destruction of station property.
- (3) When authorized to do so by the appropriate Assistant Director or his designee, (1) in anticipation of an emergency situation, or (2) for operational purposes.

## C. Submission of Recommendations

When it is apparent that a situation may develop requiring the abandonment or destruction of station property, Chiefs of Field Stations shall submit to the appropriate Assistant Director recommendations for dropping of property responsibility and for disposition of property charged to his account. Such recommendations shall be accompanied by a completed inventory of such property on Form No. 36-18, "Survey Report."

## D. Departmental Action

Upon receipt of the Station Chief's recommendations the Assistant Director shall forward them along with his own recommendations, to the Chief of Procurement who is accountable for property abandoned, destroyed or dropped from the records by Chiefs of Field Stations.

## E. Unforeseen Emergency Situations

When an emergency situation does not permit the preparation and submission of recommendations to headquarters nor the preparation of an inventory in advance of abandonment or destruction of Agency property, Station Chiefs shall notify, through the appropriate Assistant Director, the Chief of Procurement who shall prepare a Form No. 36-18, "Survey Report," based upon headquarters records. A full report of the circumstances shall be submitted by the Station Chief through appropriate Assistant Director to the Chief of Procurement as soon as conditions permit.

SECRET

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

## F. Interim Responsibility

The relief from formal responsibility under these provisions does not relieve responsible individuals from exercising due care in the safeguarding of Government property.

## G. Re-establishing of Property Responsibility

(1) When the situation permits the re-establishment of property responsibility in an area it is the responsibility of the Station Chief to take aggressive action to ensure, to the extent possible, that all property formerly on his account is reentered on property records, and to exercise supervision to prevent the abandonment or misappropriation of supplies and equipment prior to its having been picked up on the records.

(2) All equipment returned to supply channels will be listed on a Property Turn-in Slip and forwarded in two copies through channels to the Chief of Procurement. These shall be the basis for posting stock control cards. Thereafter, standard supply record procedures shall be followed.

H. Station Chiefs exercising supervision over installations in more than one locality shall apply the policies and procedures of this Regulation in behalf of such installations. In the event of loss of communication with such installation, the senior officer at each station shall act independently in accordance with this Regulation until such time as communications may be restored.



Deputy Director  
(Administration)

25X1A

*Signed 12 July 51*

SECRET

|                    |
|--------------------|
| Executive Registry |
| 1-9385             |

**SECRET**

5 July 1951

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT : Proposed CIA Regulation No.

25X1A

1. The purpose of this Regulation is to provide a means for relieving field personnel from property responsibility and accountability under emergency situations.

2. The attached is a revision of the draft submitted for concurrence and comment on 4 June 1951 and includes minor changes which were requested to clarify the meaning. The following Offices have concurred in the revised draft:

OPC  
OSO  
OO

Administrative Services

Comptroller  
Procurement  
General Counsel  
Auditor

*Other offices not  
affected.*

3. Recommend approval.

25X1A

Advisor for Management

**SECRET**

Next 4 Page(s) In Document Exempt

Office Memorandum • UNITED STATES GOVERNMENT

TO : Auditor

DATE: 6 June 1951

FROM : Advisor for Management

SUBJECT: Proposed CIA Regulation No. 

25X1A

1. There is attached hereto a revised draft of a proposed CIA Regulation No.  Property Responsibility and Accountability Under Emergency Conditions. 25X1A

2. It will be appreciated if your concurrence or comments can be returned to this Office by 14 June 1951.

*Cap. Sorry in late to  
you on this - Dars'*

25X1A

---

25X1A

I do (not) concur in the revised draft of proposed CIA Regulation No.   
dated 6 June 1951.

## COMMENTS:

(See Below)

Signature \_\_\_\_\_

This office does not have full knowledge of the considerations which led to the proposed regulation; in the absence of such background it appears questionable whether the interests of the agency would be adequately protected if responsibility were dropped prior to actual loss or abandonment of property merely in anticipation of an emergency situation. If the necessity of the proposed regulation has been fully established in this particular, the regulation as drafted is concurred in.

25X1A

*SECRET*

14 June 1951

ILLEGIB

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130013-6

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130013-6

**SECRET**

4 June 1951

MEMORANDUM TO: Assistant Director for Special Operations  
 Assistant Director for Policy Coordination  
 Assistant Director for Operations  
 Assistant Director for Collection and Dissemination  
 Assistant Director for Research and Reports  
 Assistant Director for National Estimates  
 Assistant Director for Current Intelligence  
 Assistant Director for Scientific Intelligence  
 Chief of Procurement  
 Comptroller  
 General Counsel  
 Assistant Deputy (Inspection and Security)

44286

25X1A

SUBJECT : Proposed CIA Regulation No.

- 25X1A 1. There is attached hereto a revised draft of a proposed CIA Regulation No.  Property Responsibility and Accountability Under Emergency Conditions.
2. It will be appreciated if your concurrences or comments can be returned to this Office by 13 June 1951.

/s/   
 Advisor for Management

25X1A

I do (not) concur in the revised draft of proposed CIA Regulation No.  dated 4 June 1951. 25X1A

COMMENTS:

25X1A

Signature

**SECRET**

JUN 4 1951  
 601ER-11



SECRET

4 June 1951

MEMORANDUM TO: Assistant Director for Special Operations  
Assistant Director for Policy Coordination  
Assistant Director for Operations  
Assistant Director for Collection and Dissemination ✓  
Assistant Director for Research and Reports  
Assistant Director for National Estimates  
Assistant Director for Current Intelligence  
Assistant Director for Scientific Intelligence  
Chief of Procurement  
Comptroller  
General Counsel  
Assistant Deputy (Inspection and Security)

25X1A

SUBJECT : Proposed CIA Regulation No.

25X1A

1. There is attached hereto a revised draft of a proposed CIA Regulation No. , Property Responsibility and Accountability Under Emergency Conditions.
2. It will be appreciated if your concurrences or comments can be returned to this Office by 13 June 1951.

/s/   
Advisor for Management

25X1A

---

I do (not) concur in the revised draft of proposed CIA Regulation No.  dated 25X1A  
4 June 1951.

COMMENTS:

Signature

25X1A

EAP/OCD

SECRET

SECRET

4 June 1951

MEMORANDUM TO: Assistant Director for Special Operations  
 Assistant Director for Policy Coordination  
 Assistant Director for Operations  
 Assistant Director for Collection and Dissemination  
 Assistant Director for Research and Reports  
 Assistant Director for National Estimates ✓  
 Assistant Director for Current Intelligence  
 Assistant Director for Scientific Intelligence  
 Chief of Procurement  
 Comptroller  
 General Counsel  
 Assistant Deputy (Inspection and Security)

SUBJECT : Proposed CIA Regulation No. 

25X1A

- 25X1A 1. There is attached hereto a revised draft of a proposed CIA Regulation No.  Property Responsibility and Accountability Under Emergency Conditions.
2. It will be appreciated if your concurrences or comments can be returned to this Office by 13 June 1951.

Advisor for Management

25X1A

I do (not) concur in the revised draft of proposed CIA Regulation No.  dated 4 June 1951.

25X1A

COMMENTS: This draft regulation appears to deal with overseas accountability, procedures, etc., therefore O/NE has no interest and no comment.

25X1A

Signature 

Adm. Officer, O/NE

JUN 4 1951  
NE-2

SECRET

JUN 8 1951

MEMORANDUM TO: Assistant Director for Special Operations  
Assistant Director for Policy Coordination  
Assistant Director for Operations  
Assistant Director for Collection and Dissemination  
Assistant Director for Research and Reports  
Assistant Director for National Estimates  
Assistant Director for Current Intelligence  
Assistant Director for Scientific Intelligence  
Chief of Procurement  
Comptroller ✓  
General Counsel  
Assistant Deputy (Inspection and Security)

25X1A

1. There is attached hereto a revised draft of a proposed CIA Regulation No. [redacted] Property Responsibility and Accountability Under Emergency Conditions.

2. It will be appreciated if your correspondence or comments can be returned to this Office by 12 June 1951.

25X1A

25X1A

(Note comments on draft.)

131. ~~SECRET~~

25X1A

for Comptrollers office

SECRET

nmC

Next 2 Page(s) In Document Exempt

SECRET

4 June 1951

MEMORANDUM TO: Assistant Director for Special Operations  
 Assistant Director for Policy Coordination  
 Assistant Director for Operations  
 Assistant Director for Collection and Dissemination  
 Assistant Director for Research and Reports  
 Assistant Director for National Estimates  
 Assistant Director for Current Intelligence  
 Assistant Director for Scientific Intelligence  
 Chief of Procurement  
 Comptroller  
 General Counsel  
 Assistant Deputy (Inspection and Security)

SUBJECT : Proposed CIA Regulation No.

25X1A

25X1A

1. There is attached hereto a revised draft of a proposed CIA Regulation No. , Property Responsibility and Accountability Under Emergency Conditions.
2. It will be appreciated if your concurrence or comments can be returned to this Office by 13 June 1951.

25X1A

Advisor for Management

I do (not) concur in the revised draft of proposed CIA Regulation No.  dated 4 June 1951.

COMMENTS:

JUN 7 10 30 AM '51

25X1A

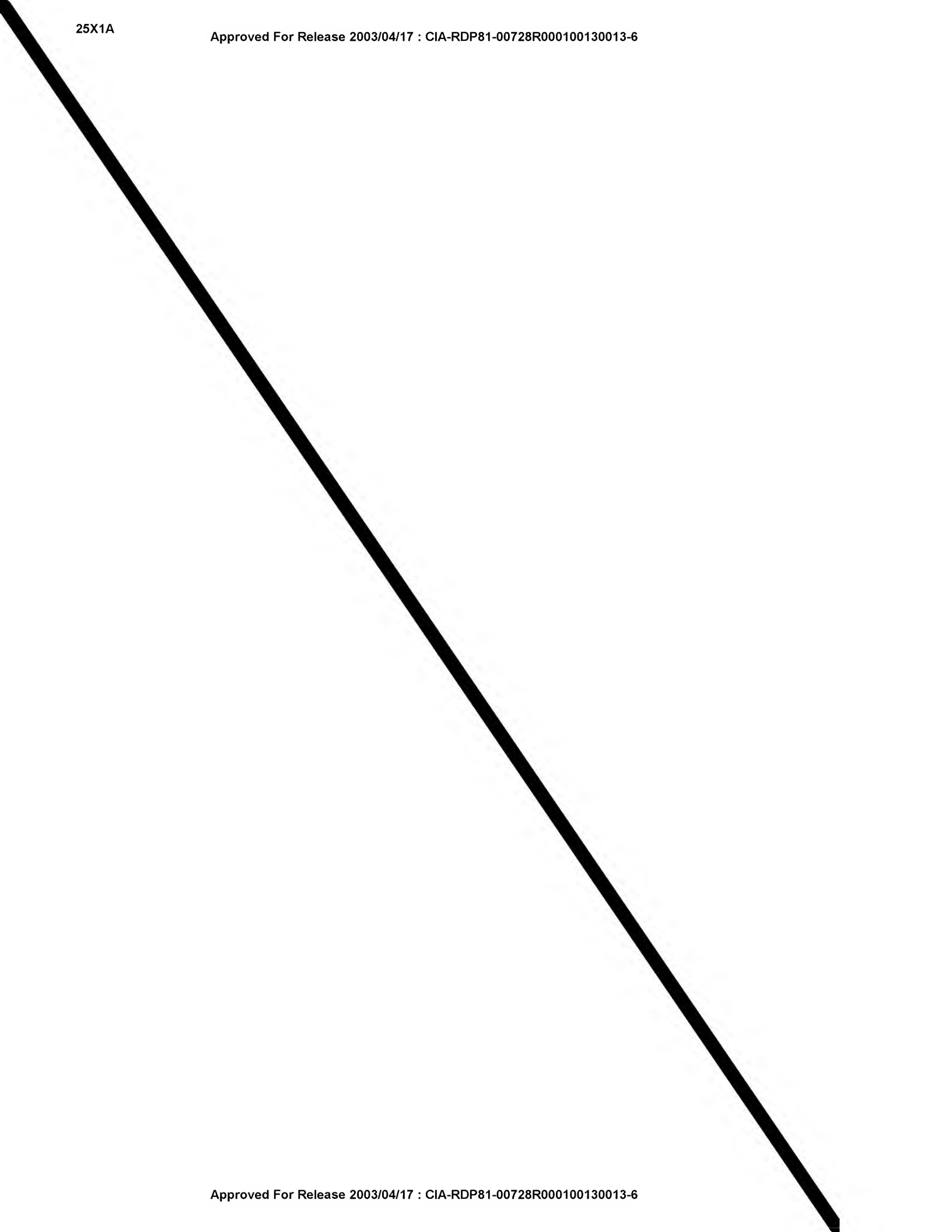
UNSEEN

Signature

SECRET

JUN 1951

D-6382



4 June 1951

MEMORANDUM TO: Assistant Director for Special Operations  
Assistant Director for Policy Coordination ✓  
Assistant Director for Operations  
Assistant Director for Collection and Dissemination  
Assistant Director for Research and Reports  
Assistant Director for National Estimates  
Assistant Director for Current Intelligence  
Assistant Director for Scientific Intelligence  
Chief of Procurement  
Comptroller  
General Counsel  
Assistant Deputy (Inspection and Security)

SUBJECT : Proposed CIA Regulation No.

25X1A

25X1A 1. There is attached hereto a revised draft of a proposed CIA Regulation No. , Property Responsibility and Accountability Under Emergency Conditions.

2. It will be appreciated if your concurrences or comments can be returned to this Office by 13 June 1951.

Advisor for Management


25X1A

25X1A

I do ~~(not)~~ concur in the revised draft of proposed CIA Regulation No.  dated

4 June 1951, subject to modification as recommended in Transmittal sheet.

COMMENTS:

25X1A  
Signature 

SECRET

JUN 25 1951

SECRET

100-199

25 June 1951

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

SUBJECT: Proposed Regulation

25X1A

1. Attached is that portion of proposed addition to CIA Regulation No. [ ] which will provide for property responsibility and accountability under emergency situations.

2. This Office believes paragraph C is inappropriate since a station's primary efforts in emergency should be directed toward intelligence objectives and, if current Regulations are followed, each station's inventory will be up to date.

3. It is suggested that the subject matter in paragraph F be put into one short sentence such as the following: "The relief from formal responsibility under these provisions does not relieve responsible individuals from exercising due care in the safeguarding of Government property."

25X1A

4. Your attention is called to the fact that OSO on 24 August 1950 forwarded to its field stations [ ] which attached a copy of the Emergency and Evacuation Manual for Foreign Service. It is suggested that this be reviewed by your Office prior to revision of Regulation in question.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:



25X1A

Chief, Administrative Staff

Attachment:  
Draft

SECRET

100-199





SECRET

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: Advisor for Management

NO.

DATE

2 July 1951

| TO                               | ROOM NO.            | DATE      |           | OFFICER'S INITIALS | COMMENT  |
|----------------------------------|---------------------|-----------|-----------|--------------------|--|
|                                  |                     | REC'D     | FWD'D     |                    |  |
| 1. C-LD<br>[ ]                   | 1-22<br>Eye         | 3 July 51 | 5 July 51 | EBW                | To 1:<br>Attached regulation has been revised and includes changes requested by various Offices. Revisions are as follows:<br>A. - Deleted the word "climatic in last sentence."<br>B (3) - Revised for clarification.<br>B (4) - Deleted, subject included in B(3) as revised.<br>F. - Revised for clarification<br>H. - Revised for clarification<br>----- [ ]<br>1 to 2:<br>Logistics Division, A & L Staff, OPC concurs in the draft of the proposed CIA Regulation. [ ] - EBW |
| 2. Advisor for Management<br>[ ] | 225<br>Central Bldg |           |           |                    |  |
| 3. [ ]                           |                     |           |           |                    |  |
| 4. [ ]                           |                     |           |           |                    |  |
| 5. [ ]                           |                     |           |           |                    |  |
| 6. [ ]                           |                     |           |           |                    |  |
| 7. [ ]                           |                     |           |           |                    |  |
| 8. [ ]                           |                     |           |           |                    |  |
| 9. [ ]                           |                     |           |           |                    |  |
| 10. [ ]                          |                     |           |           |                    |  |
| 11. [ ]                          |                     |           |           |                    |  |
| 12. [ ]                          |                     |           |           |                    |  |
| 13. [ ]                          |                     |           |           |                    |  |
| 14. [ ]                          |                     |           |           |                    |  |
| 15. [ ]                          |                     |           |           |                    |  |

FORM NO. 51-10  
FEB 1950

SECRET

16-61105-1 U. S. GOVERNMENT PRINTING OFFICE

Next 4 Page(s) In Document Exempt

4-m-244-57

REPRODUCTION PROHIBITED

1-7408

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 13 April 1951

FROM : Advisor for Management

SUBJECT: Draft of CIA Regulation Number  Property Accountability in  
Combat Areas or Under Emergency Political Situations.

25X1A

25X1A

1. Attached is a draft of a proposed CIA Regulation Number  
Property Accountability in Combat Areas or Under Emergency  
Political Situations.

2. This Regulation establishes Agency policy with regard  
to loss, abandonment, or destruction of Government property under  
emergency conditions.

3. This Regulation has been coordinated with and has been  
concurred in by the following Offices:

Office of Operations  
Office of Special Operations  
Office of Policy Coordination  
Office of Scientific Intelligence  
General Counsel  
Comptroller  
Inspection and Security Office  
Procurement Office

4. Recommend approval.

25X1A

Attachment

APR 23 1951

SECRET

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER  25X1A  
16 APRIL 1951

## 4. PROPERTY ACCOUNTABILITY IN COMBAT AREAS OR UNDER EMERGENCY POLITICAL SITUATIONS

## A. Definition

For the purposes of this regulation "Headquarters action" shall be construed as advice by the home Office of the Field Station concerned to the Chief of Procurement who has final responsibility for the accountability of property abandoned, destroyed or dropped from the records by responsible officers in the field.

## B. Accounting for Property in Combat Areas

## (1) Chief of Station

When military forces present within a combat area have been authorized to drop accountability for property, the Chief of Station shall request authority and Headquarters shall instruct that the Chief of Station shall drop responsibility for all property located in the combat area, or issued or shipped to personnel operating in the ~~new~~ combat area. Survey Reports on all property shall be prepared immediately, forwarded to Headquarters, and will be accepted as a credit voucher to Station supply records. Where circumstances do not permit the Station to prepare the Survey Report, Headquarters shall upon being so informed by the Station prepare the Survey Report to drop accountability on behalf of the Station.

## (2) Parent Stations and Sub-stations

Where Parent Stations are located within the combat area or are acting in a support capacity from outside the combat area, the Parent Station shall follow the procedure in Paragraph B (1), above, on behalf of its Sub-stations. Under circumstances in which a sub-Station is severed from direct communication with its Parent Station, the Chief of the Sub-station will assume all property responsibility for his Station as is required of the Chief of the Parent Station in Paragraph B (1), above.

## C. Accounting for Property under Emergency Political Situations

## (1) Chief of Station

For property located within, or shipped into areas where military combat conditions do not apply but emergency political situations may require the abandonment, destruction of property, or dropping of property accountability the Chief of Station shall submit recommendations for Property disposition and dropping of responsibility

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER  

25X1A

16 APRIL 1951

to Headquarters for approval. When Headquarters concurs in the recommendation to drop property responsibility, the survey procedure of Paragraph B (1), above, shall apply. Where time does not permit orderly disposition because of an emergency threatening loss of life and Government property, such as an invasion or bombing, the Chief of Station is authorized to take independent action in the best interests of the Government to abandon or destroy property and records without the prior approval of Headquarters. Headquarters in such cases shall upon being so informed by the Station prepare the Survey Report to drop accountability on behalf of the Station.

## (2) Parent Stations and Sub-stations

Where Parent Stations are located within the critical area or are acting in a support capacity from outside the critical area, the Parent Station shall follow the procedure in Paragraph C (1), above, on behalf of its Sub-stations. Under circumstances in which a Sub-station is severed from direct communication with its Parent Station, the Chief of the Sub-station will assume all property responsibility for his Station as is required of the Chief of the Parent Station in Paragraph C (1), above.

## D. Re-establishing of Property Accountability

When Headquarters has determined that the designation of combat areas should be removed from an area or the emergency political situation has cleared, it is the responsibility of the Chief of Station to take aggressive action to assure that all organization property is re-entered on the property records. Supply officers must exercise supervision to prevent the abandonment of supplies or the misappropriation of equipment by personnel prior to its being picked up on the records. All equipment returned to supply channels will be listed on a Property Turn-in Slip and will be the basis for posting to stock control cards. Two copies of the Property Turn-in Slip shall be forwarded to Headquarters without delay. Thereafter, standard supply record procedures will be followed.

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

NUMBER

16 APRIL 1951

E. Interim Responsibility

After accountability has been dropped and prior to loss or destruction of or damage to the property as a result of the emergency, or prior to re-establishment of accountability, Chiefs of Stations and Sub-stations have the responsibility to take such steps as circumstances may permit to safeguard Government property and to see that it <sup>is</sup> (put to proper) *is actually* official (use) *purpose.*

Deputy Director  
(Administration)

Effective: 16 April 1951

SECRET

-3-

ILLEGIB

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130013-6

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130013-6



29 December 1950

MEMORANDUM TO: AEXO

SUBJECT: Proposed CIA Regulation

1. The general impression gained by reading the proposed regulation indicates that more concern is felt for the preparation of survey reports on property than for the lives and preservation of operational assets. It is believed that a clear distinction should be made between actual emergency and impending emergency, in which latter case more deliberate steps can be taken on the preparation of survey reports.
2. If there is imminent danger of invasion, bombardment or other hostile actions, it should only be necessary for a Station Chief to cable this fact to HQ., and HQ should automatically co-ordinate this information with all appropriate support services for whatever action is appropriate. Since HQ is in the best position to write the survey report, this proposed regulation should spell out that PSD in HQ (and not the Desk Officer in HQ) should prepare the survey report.

25X1A

1st. Ind.

29 December 1950

TO: Chief, Procurement Division

I feel that the above reaction is not a valid one and the regulation in consideration is basically well written. However, to avoid this sort of reaction suggest that we include a preliminary sentence along the following lines: "The purpose of this regulation is to provide legal means of relieving field personnel from property responsibility under emergency conditions".

25X1A

~~SECRET~~

Executive Registry

1-4826

5 January 1951

25X1A

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Instruction on Property Accountability  
Under Emergency Conditions

1. There is no legal objection to the procedures set forth in the attached draft. There is one aspect of the problem which is not specifically covered which the Instruction might well refer to.

2. After accountability has been dropped and before it is re-established, if at all, there is still a responsibility on the appropriate officers to take such care of Government property as circumstances may permit to prevent unnecessary loss or improper conversion to personal use. We recommend inclusion of a reference to this responsibility, possibly as paragraph 5, as follows:

"5. Interim Responsibility.

After accountability has been dropped and prior to loss or destruction of or damage to the property as a result of the emergency, or prior to re-establishment of accountability, the chiefs of stations and sub-stations have the responsibility to take such steps as circumstances may permit to safeguard Government property and to see that it is put to proper official use."

25X1A

LAWRENCE R. HOUSTON  
General Counsel

Attachment: Draft Instruction

~~SECRET~~

JAN 14 1951

**SECRET**

**MAR 12 1951**

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

SUBJECT: Proposed Administrative Instructions regarding  
Property Accountability in Combat Areas or in  
Emergency Political Situations.

ADPC concurs in the proposed subject instructions except for paragraph 2 (a), which is not believed to be necessary since this information, except for the disposition of the property, is available at Headquarters. A proposed plan of the disposition of property should be available at Headquarters for all stations. Paragraph 2 (b) should only state that Station Chiefs are authorized to dispose of property and drop accountability as circumstances warrant. They should also be authorized to change the plan of disposition when necessary.



25X1A

Assistant Director for  
Policy Coordination

**SECRET**

**MAR 14 1951**

Next 7 Page(s) In Document Exempt



**SECRET**  
**Office Memorandum • UNITED STATES GOVERNMENT**

**TO :** Executive

**FROM :** Chairman, Covert Property Survey Board

**SUBJECT:** Relief from Property Responsibility

**DATE:** 15 November 1950

25X1A

25X1A

Reference is made to a memorandum dated 15 November 1950 to the Executive from the Chairman, Covert Property Survey Board, concerning Survey Reports Nos. 00112, 00113 and 00114 from [redacted]. In the submission of the three Survey Reports requesting approval of the recommendation that the Responsible Officer be relieved of responsibility for property shipped to the [redacted] it was pointed out that there are no CIA regulations covering relief from responsibility under these circumstances. Responsible Officers issuing property under similar circumstances may only be relieved by the recommendation of the Covert Property Survey Board which must act without benefit of specific Agency regulations governing disposal of property in a theater of operations or a combat zone.

It is the recommendation of the Covert Property Survey Board that consideration be given to amending General Administrative Instruction No. 8, dated 27 October 1949, to cover relief from responsibility for property issued to personnel operating under war or combat circumstances. For consideration there is submitted a copy of Army Regulations No. 36-6520 with specific reference to paragraph 31, "Accounting for property in time of war and emergency."

[redacted] 25X1A

Attachment (1)  
Army Regs. #35-6520

BODDLE 21444

NOV 15 15 21 1950

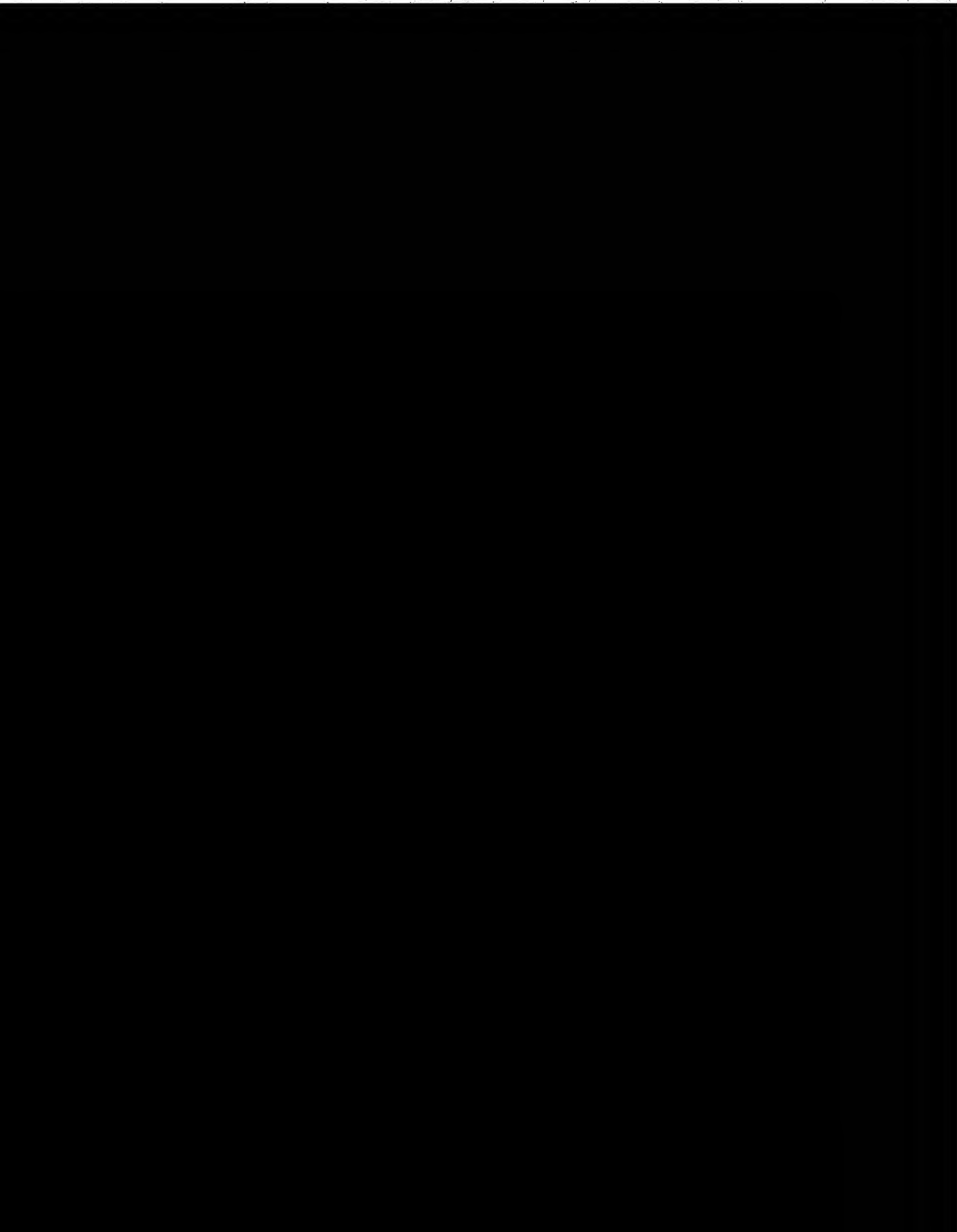
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25X1A

REGULATION  PROCUREMENT (DRAFTS)

3 of 3

SECRET



\*AR 35-6520

1

ARMY REGULATIONS  
No. 35-6520WAR DEPARTMENT  
WASHINGTON 25, D. C., 20 August 1946

## FINANCE DEPARTMENT

## PROPERTY ACCOUNTABILITY AND RESPONSIBILITY

|  | Paragraph |
|--|-----------|
| Definitions .....  | 1         |
| Distinction of terms .....   | 2         |
| Who may be accountable officers .....  | 3         |
| Types of responsibility for public property .....  | 4         |
| General provisions concerning public property .....  | 5         |
| Exercise of command responsibility .....   | 6         |
| Responsibility of company or detachment commanders .....   | 7         |
| Responsibility of individuals .....  | 8         |
| Special responsibilities .....   | 9         |
| Property accounting, general .....   | 10        |
| Classification of property for purposes of accounting .....  | 11        |
| Real and installed property, records .....   | 12        |
| Stock record accounts, general .....   | 13        |
| Establishment of stock record accounts .....   | 14        |
| Numbering of stock record accounts .....   | 15        |
| Records of unserviceable property .....  | 16        |
| Accounting for unidentified property .....   | 17        |
| Record of surplus property .....   | 18        |
| Accounting for authorized allowances of equipment .....  | 19        |
| Record of property on memorandum receipt .....   | 20        |
| Property issued to units of Reserve Officers' Training Corps and to other schools<br>and colleges under provisions of the National Defense Act ..... | 21        |
| Record of property issued to nonmilitary agencies .....  | 22        |
| Property loaned to organizations of war veterans .....   | 23        |
| Accounting for property issued to rifle clubs .....  | 24        |
| Donations to schools of machinery, mechanical equipment, and tools no longer needed<br>by the Army .....   | 25        |
| Accounting for Government property furnished to contractors or private firms .....   | 26        |
| Record of property in sales stores .....   | 27        |
| Excepted property accounts .....   | 28        |
| Inventories of property .....  | 29        |
| Adjustment of discrepancies disclosed by inventories .....   | 30        |
| Accounting for property in time of war or emergency .....  | 31        |
| Accounting for supplies at training activities .....   | 32        |
| Accountability for property in offices of military attachés .....  | 33        |
| Accounting for stamps, tickets, and tokens .....   | 34        |

1. Definitions.—The following definitions are pertinent to these regulations and to all other regulations dealing with property accountings:

a. "Accountability" is the obligation of an individual, officially designated for the purpose in respect of specified Government property, to maintain accounting for the property on a property account or record or a sales account, subject to audit by officially designated property auditors, and involving responsibility for the property unless such responsibility has been properly imposed in accordance with these regulations on another individual to whom the property has been officially entrusted. An accountable individual will be referred to in these regulations as an "accountable officer."

b. "Responsibility" is the obligation of an individual for the proper custody, care, and safekeeping of Government property entrusted to his possession or under his supervision. The term "direct responsibility" is used to indicate the re-

\*This pamphlet supersedes AR 35-6520, 16 February 1945, including C 1, 9 August 1945; section IX, WD Circular 467, 1944; and section V, WD, Circular 139, 1946.

AGO 443B—Aug. 705554\*—40—1

AR 35-6520

1-2

## FINANCE DEPARTMENT

sponsibility of an individual to whom property has been entrusted and who is specifically charged with its care and safekeeping, and distinguishes such responsibility from the "command responsibility" of commanding officers to insure that the property of their commands is properly safeguarded, administered, and accounted for. An individual having direct responsibility will be referred to in these regulations as a "responsible officer." The types of responsibility are further described in paragraph 4.

c. "Pecuniary liability" is in effect the civil responsibility for making good the loss or destruction of or damage to public property. The policies governing the application of pecuniary liability are set forth in AR 35-6040.

d. A "Stock record account" is a basic record showing by item the receipt and disposal of property and the quantities of property on hand, maintained by an accountable officer on prescribed forms. All Government property must be carried on a stock record account, unless some other method of accounting is specifically authorized by regulations or War Department instructions.

e. A "Sales account" is a record of accountability of a sales officer, prepared periodically on a money value basis in accordance with the provisions of AR 35-6600.

f. "Property record" and "property account" are general terms referring to any record of property, formal or informal; they are inclusive not only of stock record accounts and sales accounts maintained by accountable officers, but of company property books, individual clothing and equipment records, memorandum receipt records, or any other organized files of property records.

g. The terms "property officer" and "supply officer" are used by custom of the service to indicate any officers responsible for the custody or issue of property. The terms will not be used in these regulations to indicate officers who have accountability for property unless expressly so described, as "accountable property officer" or "accountable supply officer."

h. A "memorandum receipt" is a signed document acknowledging acceptance of responsibility for items of property listed thereon loaned or issued for use and to be returned unless otherwise properly disposed of, the accountability remaining with an accountable property officer who continues to maintain record of the property on his stock record account.

2. Distinction of terms.—a. Accountability involves the basic obligation of accounting for property, whereas responsibility arises from possession of property or from the obligation of command or supervision of others who are in possession of property. Either or both of these concepts may attach to one individual.

b. An accountable officer is vested with accountability for specific property, and maintains records in connection therewith, irrespective of whether the property is in his own possession and responsibility for use or for storage, or in the possession and responsibility of others to whom it has been officially entrusted for use or for care and safekeeping. Property accountability is not terminated until transfer to another accountable officer has been accomplished, or until items of property have been dropped from accountability on valid credit vouchers in accordance with regulations. Specifically, accountability is not terminated by disposition of property which merely places with another individual responsibility for its custody or safekeeping.

c. Responsibility devolves upon any individual to whom public property has been entrusted and who is specifically charged with its care and safekeeping, whether in use or in storage. This may arise from assignment to the function

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of responsibility by official orders, either written or verbal, by assignment to a duty in which responsibility for property is inherent, or by acceptance of property for use acknowledged by signature on memorandum receipt.

d. Accordingly, an individual may have both accountability and responsibility for property, or he may have accountability alone or responsibility alone. For example, an accountable officer who has property in his own custody, either in use or in storage, is both accountable and responsible. Another officer may have been officially designated to have custody and care of the property or some specified portion thereof; in respect of such property, the accountable officer does not have responsibility. An individual who carries property on a stock record account may under proper circumstances issue it on memorandum receipt; in such case, he maintains accountability and does not drop the property from his stock record account, but he does not have responsibility, as the property has been entrusted to another, who is charged with its care and safekeeping.

e. War Department personnel charged with the maintenance of records of Government property furnished to War Department contractors or private firms (see par. 26) are accountable for such property; responsibility therefor rests with the contractors or private firms concerned, unless in the remote event the individual charged with accountability has also been charged specifically with care and safekeeping of the property.

3. Who may be accountable officers.—a. Any commissioned officer, warrant officer, or flight officer may be accountable for property. In addition, certain designated civilian employees of the War Department may assume accountability for public property under the conditions set forth in this paragraph. The terms "accountable officer" and "accountable officers" whenever appearing in regulations will be understood to include all such individuals. With reference to bond requirements for accountable officers, see AR 35-220.

b. Civilians may be designated to assume accountability for War Department property in lieu of officers, warrant or flight officers as contemplated in a above where military personnel is so reduced in strength locally as to render the exercise of the function of accountability for public property by an officer impracticable. Civilians so designated will be required to give bond before entering on duty (AR 35-220). Such designations will be made only under the conditions set forth below:

- (1) When directed or approved by the army commander, the Commanding General, Military District of Washington, the chief of the technical service, or the Commanding General, Army Air Forces, whichever has command jurisdiction over the supply activity affected. This is not to be construed as a general authorization for such appointments, and requests for utilization of this provision will be kept to the minimum consistent with actual needs.

- (2) As an exception to the general policy set forth in b above, appointment of a civilian ship transportation agent as an accountable officer for public property aboard the vessel to which he is assigned will not require approval of a higher headquarters.

c. Civilians may further be designated as property or salvage agents by chiefs of technical services and the Commanding General, Army Air Forces. Civilians so designated will be required to give bond before entering on duty (AR 35-220). Designations may be made for the following purposes only:

- (1) As property agents to assume and maintain accountability for Government property furnished to, or acquired by, War Depart-



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ment contractors for use under their contracts or returned by such contractors to the War Department in the form of termination inventories.

- (2) As salvage agents to carry out duties usually performed by salvage officers at procurement or manufacturing establishments.

d. For designation of accountable individuals for units of the Reserve Officers' Training Corps and at schools and colleges under provisions of the National Defense Act, see paragraph 21a; for nonmilitary agencies, see paragraph 22a.

e. Accountability will not be transferred to enlisted persons, except to such noncommissioned officers as the chiefs of technical services or the Commanding General, Army Air Forces, may designate under exceptional circumstances at ungarrisoned posts or minor installations where accountability cannot be assigned under provisions of a, b, c, or d above. Property at such locations will ordinarily be held on memorandum receipt from another installation where facilities for accountability are available.

f. In no case will a salvage officer or salvage agent be accountable for other types of property.

4. Types of responsibility for public property.—a. *Command responsibility.*—Commanding officers are required to insure that the property of their command is properly safeguarded, administered, and accounted for. It is essential for both supply and tactical purposes that commanding officers be assured that the required property be on hand, that it be in serviceable condition, that it be properly cared for and used, and equally important, that there be no accumulation of property beyond authorized levels or allowances. The proper administration of supply and supply accounting are functions of command. Commanding officers are not exempt from pecuniary liability for loss, damage, or destruction of Government property pertaining to their commands by virtue of their positions. They may be adjudged pecuniarily liable where loss, damage, or destruction of Government property is determined by proper authority to be attributable to their failure to properly administer supply and supply-accounting functions.

b. *Direct responsibility.*—As distinguished from command responsibility, direct responsibility is attached to individuals to whom public property is entrusted for care and safekeeping whether such property is in their possession, in use, or in storage. This may involve—

- (1) "Personal responsibility," as in the case of property issued to an individual for his own use and habitually under his own care, or
- (2) "Supervisory responsibility," as in the case of an individual entrusted with the care and preservation of property in a depot, warehouse, or supply office, or of a company or detachment commander with respect to the property pertaining to his command.

c. *Relation to pecuniary liability.*—In the case of loss, damage, or destruction of public property through causes other than air wear and tear in the service, individuals having responsibility therefor may be held pecuniarily liable or may be excused from liability by appropriate authorities in accordance with the policies governing pecuniary liability set forth in AR 35-6340.

5. General provisions concerning public property.—a. Property officers and other individuals to whom public property is entrusted will be responsible for the care and safekeeping of such property. Accordingly—

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- (1) When it is impracticable for a property officer personally to superintend his issues or other transactions, he will choose with great care the agents to whom he entrusts this duty.

- (2) The keys to storerooms or chests will not be entrusted to enlisted persons or civilians without great vigilance on the part of the responsible officer and will not be left where access to them can be had by unauthorized personnel. Every reasonable precaution will be resorted to, including frequent personal inspections and frequent shifting of padlocks, to prevent loss or damage. The locks used on storerooms and chests will be the type offering the greatest safeguard.

b. An officer will not, when it can be avoided, be assigned to duty that will separate him from public property for which he is accountable or responsible.

c. A property officer will have credit for any disposition of property made in obedience to the order of his commanding officer or higher authority. If the expenditure or other disposition is disallowed, it will not be the responsibility of the property officer, but responsibility will be as determined by report of survey, or by proceedings of a board of officers, approved by the next higher administrative authority.

d. Vouchers for issue or expenditure of property not authorized by regulations will have stated thereon the exceptional reason therefor, and will bear the written approval of the authority directing the issue or expenditure or have attached a copy or extract copy of the applicable orders.

e. Public property will not be used for any private purpose except as authorized by competent authority. (See par. 22.)

f. The sale, gift, loan, or exchange, or other disposition of any Government property not specifically authorized by law, regulations, or other directives issued by competent authority is illegal.

g. For lease of property belonging to the Military Establishment, see AR 350-30.

h. Responsible officers may designate one or more military or civilian assistants as authorized representatives to sign receipts for expendable and nonexpendable supplies, and to sign aircraft installation certificates (AR 45-6370). The delegation of authority will be made by name and other designation, in writing, by the responsible officer to the accountable supply officer concerned, and will be accompanied by specimen signatures of the authorized representatives. Officers making delegations under these instructions are fully responsible for the acts of their representatives in exercising the authority delegated. Designations of representatives and specimen signatures will be furnished to accountable supply officers.

6. Exercise of command responsibility.—The officer in permanent or temporary command of a post, camp, station, or other installation, or any separately constituted organization or activity has command responsibility for the security of all public property of the command, whether in use or in storage. The commanding officer will cause frequent inquiry to be made into the manner of observance of the proper care, use, and handling of, and the accounting for the property pertaining to his command. A commanding officer, finding that any individual in his command accountable or responsible for property is not exercising due diligence in the performance of such duty, will immediately, as in the case of any failure of duty, take appropriate administrative or disciplinary action, or both. To give effect to these requirements, a commanding officer will

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assure himself that property officers maintain accurate and up-to-date property accounting records in the prescribed manner; will cause all storehouses to be properly guarded; will require that only reliable agents are employed; and that only trustworthy personnel are assigned for duty in connection with the storage and issue of property. He will see that accurate, detailed, and complete inventories of all property are taken at the required periodic intervals and at such other times as may be directed by competent authority, or as he may deem necessary in the interest of the Government. He will satisfy himself that any excess or any other property found which is not accounted for is taken up on stock record accounts. He will require the establishment of such procedures as are necessary to insure that appropriate property clearance is obtained by each individual transferring from the command.

7. Responsibility of company or detachment commanders.—a. A company or detachment commander is responsible for all public property pertaining to his command, whether he receipts for it or not, and will not transfer his responsibility therefor to a successor during short periods of absence unless so ordered by competent authority. When by order, leave of absence, or any other cause such absence exceeds 1 month, the commanding officer will designate a successor to receipt and assume responsibility for such property. For pecuniary liability of company or detachment commanders see AR 35-6040.

b. A company or detachment commander has the following responsibilities in connection with property. He will—

- (1) Have in his possession in serviceable condition all articles of authorized allowances of equipment prescribed for his unit, or have satisfactory explanation for the absence of such articles as are missing. He may take hand receipts for property issued to his subordinates.
- (2) Determine by frequent inspections that all prescribed items of authorized allowances of equipment and/or individual clothing and equipment of the officers and enlisted persons of his unit are complete and serviceable.
- (3) Insure that all officers and enlisted persons under his control are properly instructed in the care and maintenance of public property, and rigidly enforce such instructions.
- (4) Maintain a company property book which will reflect at all times the status of all articles of authorized allowances of equipment for his unit, and maintain individual clothing and equipment records in accordance with AR 615-40. In connection with these matters, see paragraph 19.
- (5) Obtain acceptable property vouchers to cover the loss, damage, or destruction of property for which he is responsible, and process such vouchers in accordance with regulations.
- (6) Make appropriate entries in his company property book and on the records of individual enlisted persons, to cover property transferred with such enlisted persons on change of organization or station, together with authority for such transfer.
- (7) Upon transfer of property to a successor, take a joint inventory of property with his successor and adjust such differences as may be discovered. The successor will acknowledge responsibility by accomplishing the prescribed certificate in the company property book.

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- (8) Designate one or more authorized representatives, if desired, to receipt for property in his name.
- (9) Supervise the packing and crating of his unit's equipment prior to shipment, in order to insure that no station property will be shipped from a station without prior authority of the War Department.
- (10) Assume responsibility for all public property under his control, whether he receipts for it or not.
- (11) Turn in to the appropriate station supply officer all property, including authorized allowances of equipment, either serviceable or unserviceable, which has for any reason been rendered excess.

c. The property responsibility of a company or detachment commander cannot be delegated to enlisted personnel. It is his duty to attend personally to its security and to superintend transactions himself, or to cause them to be superintended by a commissioned officer.

8. Responsibility of individuals.—a. Officers will be responsible for the property issued to them on memorandum receipt for their own use or for the use of those under their control. Individual enlisted persons will be held responsible for the proper care, preservation, and use of equipment and other property issued to them for their personal use.

b. Where administratively desirable, enlisted persons or civilian employees who are assigned to duties requiring them to work as individuals without immediate supervision may have tools and equipment necessary for the performance of their official duties issued to them on memorandum receipt. This provision will not be utilized as authority to impose responsibility on such individuals for any items other than those required for their personal use.

c. Where civilian employees work under group conditions, as in warehouses and shops, officers will not avoid responsibility by issuing tools or equipment to individual employees on memorandum receipts. Individual hand receipts may be secured informally, but the officer in charge of the activity remains directly responsible for the property.

d. Where the strength of military personnel within any fixed installation, as distinguished from an organization or unit, is so diminished as to render the appointment of military responsible officers impracticable, qualified civilian employees may be designated as responsible property officers. Such appointments at class I and II installations will be subject to approval of the appropriate army commander having territorial jurisdiction. At class III installations, such appointments will require approval by the commanding general of the Army Air Forces command having property audit responsibility. In overseas areas, such appointments will require approval by the appropriate theater or other similar commander. Approval by the proper headquarters will be conditioned upon satisfactory justification in the light of the circumstances in the particular case. Local designations of civilian responsible property officers will conform to the provisions of paragraph 5b. The officer in charge of the activity is charged with supervisory responsibility for property held on memorandum receipt by a civilian responsible officer under this authority. Civilian employees designated to assume responsibility for property will be required to give bond to the United States in accordance with the provisions of AR 35-220.

e. When an officer or other individual is relieved from a duty in respect of which he holds property on memorandum receipt, he will without delay turn in the property or transfer it to an authorized successor, and effect settlement of his responsibility. When an officer or other individual is detached from duty

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at a post, camp, or station for duty in the field, for permanent change of station, or for separation from the service by resignation or discharge, he will similarly effect a settlement before leaving the station. It will be the duty of the commanding officer to see that the settlement is effected before the departure of the officer or other individual, or if the commanding officer deems this impractical, he will designate a disinterested officer to effect such settlement. If a board of officers for property adjustment has been appointed, such board will be designated for this purpose. Any property not transferred to a successor will be taken possession of by the appropriate supply officer, who will issue a credit for such property and furnish a copy thereof to the individual concerned. If a shortage is found to exist or if damage not the result of fair wear and tear in the service is discovered, the supply officer will advise the person concerned with a view of obtaining an adjustment before taking steps to effect collection of the value of the articles short or damaged, as prescribed in paragraph 20d.

f. The fact that an individual has not given a memorandum receipt for any public property in his possession does not relieve him from responsibility therefor, nor from making the prescribed settlement upon separation from the service or at other times as may be directed by competent authority.

g. When an officer or other individual who holds public property on memorandum receipt has been absent from his proper station without authority for a period of 10 days, or sooner if the circumstances in a particular case dictate such action, the commanding officer will cause the appropriate property officer to take charge of such property, and will designate a disinterested officer to effect settlement, in the manner contemplated in e above.

h. In accordance with the provisions of AR 35-6040, an individual will be charged for any loss or destruction of, or damage to, public property for which he has personal responsibility unless he satisfactorily explains the loss, destruction, or damage as occurring without his fault and is relieved from pecuniary liability in accordance with regulations.

9. Special responsibilities.—a. Officers will be designated by the commanding officers of posts, camps, and stations to sign memorandum receipts for and be responsible for property issued for the general current use of the post, camp, or station and not issued to organization or individuals. Officers may similarly be designated to assume responsibility for installed property as described in paragraphs 11b and 12b.

b. Where there is only one officer present at a post, camp, or station, he will be responsible for all public property thereat.

c. At posts, camps, and stations where no officer is present, a senior non-commissioned officer will be designated to be responsible for the property on hand.

d. If it becomes necessary to remove all officers and noncommissioned officers from charge of public property, the commanding officer will take suitable measures prior to such removal, to secure the property and report the circumstances to the proper authority.

e. A surplus property officer will be appointed at each post, camp, or station to account for surplus property at that installation. The appointment of surplus property officers at depots, arsenals, and comparable installations is optional. Further, at general depots where such appointments are made, a separate surplus property officer may be appointed to account for the surplus property pertaining to each technical service activity. (See par. 18.)

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10. Property accounting, general.—a. All property acquired by the Army by purchase, transfer, or any other means, and whether paid for or not, must be accounted for on an appropriate property account, or otherwise as prescribed in c below.

b. All public property unaccounted for when discovered by an accountable officer will be taken up and accounted for by him. When discovered by officers not accountable for that class of property, or by enlisted persons or civilian employees, it will be reported by them as soon as practicable to the appropriate officer in accordance with TM 38-403 or TM 38-410. It shall also be the duty of the officer or other individual reporting the existence of public property as indicated above to take charge of and protect such property until this responsibility has been assumed by the proper authority. In the absence of an accountable officer, the senior officer, enlisted person, or civilian employee present will take charge of and protect such property, and report it through appropriate command channels with a view to proper disposition.

c. Under exceptional circumstances, the War Department may authorize chiefs of technical services or the Commanding General, Army Air Forces, to exempt from usual property accounting requirements designated items of supplies in designated units, agencies, or organizations. With the approval of the War Department, the chiefs of technical services or the Commanding General, Army Air Forces, will thereupon issue instructions which are consistent with the keeping of an adequate record of such designated items of supplies.

d. While the provisions of Army Regulations are intended to govern all questions of accountability and responsibility for public property under the jurisdiction of the War Department, the exigencies of special situations may require accounting procedures other than those contemplated by regulations. Any accounting procedures proposed to meet such situations will be submitted through the Chief of Finance, for recommendation to and approval by the Secretary of War.

e. Where accountability for property is maintained at a central installation with the property physically stored at other installations, such property will be physically segregated and will not be included in the property records maintained at the storage location.

f. For accounting by units or organizations for authorized allowances of equipment, see paragraph 19.

11. Classification of property for purposes of accounting.—Property of the Military Establishment, for purposes of accountability, is basically classified as follows:

a. Real property consists of lands and interests therein, leaseholds, buildings, and improvements and appurtenances thereto. It includes piers, docks, warehouses, rights-of-way and easements, whether temporary or permanent, underground conduits and associated manholes, utilities systems and parts thereof, and all other improvements permanently attached and ordinarily considered real estate. It does not include machinery, equipment, fixed signal communication systems, etc., which may be severed or removed from buildings without destroying the usefulness of the structures. Real property is carried on real property records as prescribed in paragraph 12a.

b. Installed property consists of moveable things, such as equipment, apparatus, appliances, fixtures, and machinery, which have been fixed in place in or attached to real property, but which may be severed or removed from buildings without destroying the usefulness of the structures. For accounting for this class of property, see paragraph 12b.

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c. Supplies consist of all raw materials, commodities, manufactured articles, means of transportation, unit assemblages, and units of equipment procured, stored, or issued for the Army which have not become real property and which have not been installed (a and b above). Supplies are further classified as follows:

- (1) Expendable supplies, which are broadly defined as articles which are consumed or lose their separate identity in use. Expendable supplies also include articles such as spare and repair parts which are used to repair or complete other articles and thereby lose their identity, and materials used in manufacturing and for testing and experimental purposes. Accounting for expendable supplies prior to time of issue to a using agency will be identical with accounting for nonexpendable supplies. Specific regulations in connection with expendable property are contained in AR 35-6620.
- (2) Nonexpendable supplies, which are defined as articles not consumed in use and which originally retain their original identity during the period of use, such as weapons, vehicles, machines, tools, and instruments.

12. Real and installed property records.—a. Real property as defined in paragraph 11a will be accounted for on "Real Property Records," on such record forms and in such manner as may be prescribed by the Chief of Engineers, with the approval of the War Department.

b. Installed property as defined in paragraph 11b, when in current service, may be transferred from regular stock record cards to an Installed Property Record Card (WD AGO Form 661). Chiefs of technical services and the Commanding General, Army Air Forces, will in their discretion publish lists of items which may be designated "installed property" and accounted for in accordance with this procedure. Any property removed from its installed status will be retransferred from the installed property record to the appropriate stock record account. In lieu of accounting for installed property in this manner, chiefs of technical services and the Commanding General, Army Air Forces, may in their discretion direct that installed property within their supply responsibility be charged on memorandum receipt to the using activity and not dropped from the stock record account.

c. Installed Property Record Card (WD AGO Form 661) will be used to account for installed property unless specific War Department authority is granted to use specialized forms appropriate to the needs of a particular supply service.

13. Stock record accounts, general.—a. Whenever property is stored for issue to the Army, there will be maintained a stock record account, consisting of a voucher register, vouchers covering receipt or disposition of property, and stock record cards, on which will be recorded a uniform, complete, and accurate showing of quantities on hand, received, and issued. There will be maintained in connection with the stock record account any information relative to stock control required under instructions issued from time to time by the War Department. The forms comprising a stock record account will be as prescribed in War Department technical manuals or other War Department directives. The prescribed forms will be used in all cases unless exceptions in specific cases are authorized by the War Department.

b. Property issued on memorandum receipt is not dropped from accountability. It will not be dropped from stock record cards but will be recorded

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thereon in an appropriate column, separately from the column showing quantities available for issue (see par. 20).

c. The requirements for accounting for subsistence stores are set forth in AR 35-6660 and TM 10-215.

14. Establishment of stock record accounts.—a. Except as otherwise provided herein, there will be but one stock record account maintained at each post, camp, or station for the supplies stored or issued by any particular technical service or the Army Air Forces. The commanding officer appointing an accountable officer for a newly activated property account will forward a copy of the pertinent orders or otherwise notify the appropriate army commander having territorial jurisdiction or the commanding general of the Army Air Forces command having audit responsibility for the account. The notification will include name and grade of the accountable officer and station at which the account is located.

b. Stock record accounts at posts, camps, and stations may be consolidated under one accountable property officer where, in the interests of economy of operation, such consolidation is deemed advisable. When accounts are so consolidated, separate files of stock record cards, vouchers, and other records will be maintained for the property pertaining to each technical service.

c. The commanding officers of organizations at posts, camps, or stations, such as quartermaster sales companies, quartermaster refrigeration companies, and other organizations which are required to function independently as supply or maintenance activities, may be authorized by the commanding general of the major command concerned to maintain separate stock record or sales accounts. Repairs and utilities property accounts of post engineers will be maintained separately.

d. At depots, arsenals, and similar supply installations, property stored for use within the installation, as well as repairs and utilities property stored thereat, will be accounted for on separate stock record accounts, in order that the regular stock record cards may show at all times the quantities available for general issue. At general depots where two or more technical services maintain stocks for issue purposes and at ports of embarkation where filler stocks are maintained for overseas distribution, such property will be accounted for on separate stock record accounts for each technical service.

e. When a general or Army Air Forces depot or a technical service depot is physically located within the limits of another installation, such depot will maintain a separate stock record account for the supplies therein, except that in the case of Army Air Forces depots located within the limits of class III installations, the Commanding General, Army Air Forces, may prescribe that one accountability be maintained. In the latter case, separate files of stock record cards will be maintained for all property stored for issue purposes.

f. Commanding officers of class II installations are authorized to permit the establishment of separate accountabilities at subdepots, subposts, and similar installations when deemed advisable. In such case the appropriate army commanders will be notified as prescribed in a above.

g. Ports of embarkation are not required to maintain stock record accounts covering shipments for immediate transmission to overseas destinations.

h. Accountability for property pertaining to approved harbor defense projects will be maintained in accordance with the provisions of AR 90-40. Within the continental limits of the United States (excluding Alaska), where necessary for stock control purposes, such property may be physically segregated from tech-

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nical services property and separate records thereof maintained under procedures mutually agreed upon by the commanding generals of harbor defense commands and army commanders concerned.

i. Separate stock record accounts, separate files of stock record cards, or separate account codings under the regular stock record account, will be maintained for supplies procured or stored for use other than for regular supply of the Army (for example, property procured for flood relief, Reserve Officers' Training Corps, vocational training, etc.).

15. Numbering of stock record accounts.—a. Army commanders, the Commanding General of the Military District of Washington, and commanders of any similar oversea commands will assign serial numbers to each stock record account (and to all property accounts, whether stock record or otherwise, established for the purpose of accounting for Government-furnished equipment furnished to contractors for use under their respective contracts) and to unserviceable property records maintained in accordance with paragraph 16b, at all class I and II installations. The Commanding General, Army Air Forces, will cause similar action to be taken in respect of stock record accounts at class III installations.

b. When a new account is established, or if for any reason a serial number has not been assigned to an existing stock record account, the accountable officer will request the assignment of an appropriate serial number. Direct correspondence between finance officers of armies or finance officers of major Army Air Forces commands and accountable supply officers concerning the assignment of serial numbers is authorized.

c. Numbers assigned to stock record accounts will consist of a numerical or initial prefix identifying the command, followed by a serial number. At stations where a combined stock record account is maintained under one accountable officer, one serial number will be assigned for the combined account, and the various sections of the account will be identified by appropriate letter suffixes indicating the technical service to which the property included in the section pertains. The Commanding General, Army Air Forces, may determine such special system of numbering as may be appropriate at class III installations. In cases where accountability is maintained at subordinate or satellite stations, care will be taken that account numbers assigned to such stations do not duplicate numbers assigned to parent stations.

d. Serial numbers pertain to the stock record account and not to the officer who maintains the account. Serial numbers are not required to be assigned to property accounts other than formal stock record accounts, except as provided in c above.

e. Supply officers will include the serial numbers of their respective stock record accounts in their signatures on all requisitions submitted by them. Shipments based on requisitions bearing stock record account serial numbers will constitute transfers of accountability. Requisitions which do not bear such serial numbers will be processed in the usual manner, the depot obtaining the serial number by the most expeditious means and inserting it on the requisitions. The term requisition as used in this subparagraph will include any request for shipment of property. The instructions in this subparagraph do not apply to requisitions for property falling in the following categories:

- (1) Shipments of table of organization and equipment property by station supply officers to tactical organizations within authorized allowances or for which competent authority has been cited.

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- (2) Transfers to executive agencies.
- (3) Issue of subsistence.
- (4) Expendable supplies for immediate consumption.
- (5) Supplies for model stock and satellite stations where transfer of accountability is not involved.
- (6) Shipments from one depot to another, or shipments on requisitions from a central stock control point to a depot.
- (7) Supplies for loan to nonmilitary agencies, concerning which specific accounting instructions are issued by the War Department.
- (8) Oversea shipments.

f. Headquarters responsible for the assignment of serial number will take necessary measures to furnish current information concerning assignment of serial numbers within their jurisdiction to all depots and other installations normally concerned with the supply of the stations whose accounts are involved.

16. Records of unserviceable property.—a. The term "unserviceable property" as used in this paragraph refers to property not in condition for immediate issue or use, and is to be distinguished from property which has been determined to be nonrepairable and directed to be turned in to a salvage officer for salvage or reclamation. (For accounting for salvage property, see TM 38-505.) The basis for final determination of unserviceability will be action by a classification officer or a qualified technical inspector.

b. Records of unserviceable property may be maintained by accountable supply officers or by other officers designated by the commanding officer of the installation at which the property is located. Records of unserviceable property, irrespective of the officer designated to maintain them, will be kept on stock record accounts; however where unserviceable property records are maintained on the regular stock record account, such records will be segregated on the stock record cards by columns and amounts separate from columns and amounts covering serviceable property, or separate account codings will be used. Unserviceable property records will be audited in accordance with the special audit procedure outlined in TM 14-1010.

c. When property carried on the regular stock record account is determined to be unserviceable, it will be transferred to the unserviceable account code or unserviceable columns of the regular stock record account. Unserviceable property, not on the records of an accountable officer, when turned in or discovered, will be picked up directly on the unserviceable property record or in the unserviceable section of the stock record account.

d. Property will be dropped from unserviceable property records only when it—

- (1) Has been determined to be serviceable or has been made serviceable, and is returned to station stock, or shipped to a depot or other installation.
- (2) Is determined to be irreparable and is sent to salvage, the turn-in to salvage being evidenced by a proper receipt.
- (3) Is forwarded to a repair or reclamation shop at another installation. In such cases, the property will be taken up on unserviceable property records of the receiving installations.

e. The procedure for handling unserviceable property and processing such property through repair shops is prescribed in TM 38-403 and TM 38-410.

17. Accounting for unidentified property.—Unidentified property received at any War Department installation will be accounted for by means of a single

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file of cross-referenced receipt and shipment documents until such time as the process of classification is complete and accountability for individual items has been assumed in the proper stock record accounts.

18. Record of surplus property.—a. When supplies have been determined by competent authority to be surplus to the War Department and are not directed by such authority to be dealt with as salvage, they will be transferred to the station surplus property officer, who will account therefor until they are transferred to a disposal agency, other Government agency, or transferred back to the regular stock record account. Transfers of surplus property to a surplus property officer may be accomplished either from a regular station stock record account or from stocks stored at the station under depot accountability.

b. Station commanders will appoint surplus property officers in accordance with paragraph 9e. The station surplus property officer will be accountable and responsible for surplus military property of all technical services, including surplus repairs and utilities supplies, from the time that such stocks are determined surplus until such time as actual disposal is accomplished. Special responsibilities of surplus property officers and procedural directives with respect to their accounts will be announced by the War Department in technical manuals and War Department circulars.

c. Depot commanders or technical service supply officers at general depots will appoint surplus property officers in accordance with paragraph 9e. Surplus property will be accounted for in the appropriate stock record account, i. e., repairs and utilities property stock record account, depot property stock record account, or in the regular stock record account. In every case, the surplus property will be segregated by special coding or by columns or amounts separate from property which has not been determined to be surplus.

19. Accounting for authorized allowances of equipment.—Records of authorized allowances of equipment prescribed in the applicable tables of basic allowances, tables of organization and equipment, and special tables of equipment, will, when such articles are issued to units and organizations, be maintained in accordance with the following instructions:

a. Regimental, separate battalion, and similar supply officers will maintain files of all papers pertaining to property transactions with units of the organization. Such files will be maintained in an orderly manner so as to be available for examination or inspection at any time. A separate file will be maintained for each unit which will include all documents involving property transactions with the particular unit. For disposition of these records, see AR 33-6700.

b. A company property book will be maintained by the commanding officer of each company or similar unit which will reflect at all times—

- (1) Authorized allowances of each item of equipment prescribed for the unit, except items of individual clothing and individual equipment. (Items of individual clothing and individual equipment will be entered on the appropriate individual clothing and equipment records (WD AGO Form 32 for enlisted men and WD AGO Form 732 for enlisted women).) For records of individual clothing and equipment, see AR 615-40. Subparagraphs (2), (3), and (4) below are not applicable to individual clothing and individual equipment.
- (2) Quantities actually on hand and in serviceable condition.
- (3) Shortages for which a requisition has been submitted.
- (4) Quantities on hand in excess of authorized allowances, with the authority therefor.

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Commanding officers of companies or similar units will maintain a file in support of entries in the company property book in the manner prescribed in a above.

c. Unit assemblies, kits, chests, etc., will be carried in company property books as single items. If contents are complete, they need not be listed in detail provided the identifying stock number of the unit is shown. If contents are not complete, the record should show the unit, less the individual items which are missing.

d. WD AGO Form 14-110 (Company (Unit) Property Record), WD AAF Form 115 (Invoice), or any similar form may be used in maintaining company property books, provided the form furnishes the information prescribed in b above.

e. Technical libraries of divisions or higher echelon staff units will be accounted for in the company property book of the headquarters company in which is recorded the other organization property of the staff unit concerned.

20. Record of property on memorandum receipt.—a. A complete record of property issued on memorandum receipt will be maintained by every officer accountable for property. Transactions will be recorded on regular stock record cards, separate columns being utilized to record the balances of property available for issue and totals issued on memorandum receipt. The sum of the two balances will represent the accountability for serviceable property. For detail of procedures in accounting for memorandum receipt property at posts, camps, and stations, see TM 33-403 or TM 33-410. At depots, arsenals, and like installations, a procedure similar to that outlined in TM 33-403 and TM 33-410 will be utilized to record memorandum receipt transactions in respect of property in use within the installations.

b. In the interest of accuracy as to the property for which organizations or activities are currently responsible, a consolidated memorandum receipt will be prepared at the time of the annual inventory prescribed by paragraph 29. Where memorandum receipt transactions with an organization or activity are numerous, consolidated memorandum receipts may be prepared at such more frequent intervals as may be considered administratively advisable. The consolidated memorandum receipt will supersede all debit and credit transactions of prior date, and overages or shortages will be adjusted at the time of such consolidation (see TM 33-403 or TM 33-410).

c. The giving or acceptance of a memorandum receipt to cover articles which are short, or appear to be short, in the proper accountability or responsibility of an officer or other individual is prohibited; however, this does not preclude the issuance of a credit memorandum receipt to cover articles which an officer or other individual has included in a report of survey, pending approval of the survey, provided that such report of survey is processed by the accountable officer (see TM 14-804). In such case it is obligatory that the credit memorandum receipt not be released unless all copies thereof bear cross-reference notation of the date and amount of the report of survey upon which based, and that all copies of the report of survey bear cross-reference notation of the date and voucher number of the credit memorandum receipt. This provision is mandatory and has as its objective the avoidance of duplicate credit at a future date.

d. An officer or other individual who has been issued property on memorandum receipt for his own use or for use of the organization under his command or activity under his control will either return the property or render an accounting therefor when called upon by proper authority. If an adjustment cannot properly be effected otherwise, a report of survey will be initiated by the responsible officer. In the event of failure by the responsible officer to take action as re-

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quired above, the accountable property officer will initiate a report of survey or report the matter to his commanding officer for reference to the board of officers for property adjustment for investigation and survey action.

e. Articles of equipment listed in tables of equipment or tables of basic allowances authorized to be issued to officers for their personal use will, when issued to officers on duty with civilian components of the Army, be held by them on memorandum receipt, and will be accounted for on such property account or accounts as the appropriate army commander may designate. When authorized articles of equipment listed in tables of equipment or tables of basic allowances (other than articles of individual clothing) are issued to enlisted persons on duty with civilian components of the Army, the officer who has custody of the individual clothing and equipment records (WD AGO Forms 32 or 732) of the enlisted persons will be responsible for such equipment, and the articles will be accounted for on such property account or accounts as the appropriate army commander may designate.

f. Books, instruments, apparatus, and technical articles issued to an officer detailed under the provisions of section 127a, National Defense Act, to pursue a course of study at a technical, professional, or other educational institution, will be carried on the property account or accounts designated by the chief of the technical service concerned, or by the Commanding General, Army Air Forces, as the case may be, and will be issued to the student officer on memorandum receipt.

21. Property issued to units of Reserve Officers' Training Corps and to other schools and colleges under provisions of the National Defense Act.—a. A record of all property issued to educational institutions named under the provisions of sections 47 and 55c, National Defense Act, as amended by section 33, act 4 June 1920 (41 Stat. 750), will be kept on a stock record account (WD AGO Form 421 (Stock Record Card) or WD AGO Form 10-112 (Property Record) (old WD QMG Form 424)) by the official of the institution duly designated to receipt and to account for such property. Record of issue and disposition of uniforms at institutions will be kept on WD AGO Form 32, or a similar form. Expendable supplies will be taken up and accounted for on the stock record account at the institution until issued and will then be dropped from the accountable records as follows:

- (1) Expendable supplies other than those stored and issued by the Army Air Forces will be dropped from the stock record account when issued.
- (2) Expendable supplies stored and issued by the Army Air Forces will be carried on the stock record account until issued for immediate consumption, at which time they will be dropped from the stock record account.

b. Government property lost, destroyed, or damaged:

- (1) At institutions maintaining units of the Reserve Officers' Training Corps (see AR 145-20).
- (2) At other schools and colleges (see AR 350-3300).

c. Property worn out or damaged by fair wear and tear in prescribed service will be replaced at the expense of the United States. Such property may be dropped from the institution's accountability records on an approved survey report authorizing such action. In the event the survey report designates the unserviceable property to be shipped to a depot or arsenal, the retained copy

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of the shipping document supported by a copy of report of survey will constitute the credit voucher.

d. Property lost, destroyed, or damaged by fire, flood, theft, tornado, or other similar causes, without fault or neglect on the part of the institution, its servants or employees, or any member of its Reserve Officers' Training Corps, will be replaced at the expense of the United States. To determine whether the institution may be relieved of responsibility for such loss, destruction, or damage, a survey will be had as prescribed in AR 35-6540, and the surveying officer will be appointed by the appropriate army commander.

e. The professor of military science and tactics will report to the authorities of the institution in writing any facts, circumstances, or conditions which he believes to be prejudicial to the proper protection of Government property against loss through fire, flood, theft, tornado, or other similar causes, and in the event proper attention is not paid to such communication, report thereof will be made to the proper army commander. Access to all such reports will be afforded to surveying officers appointed under provisions of d above.

f. Except as provided in c, d, and e above, all losses of or damages to Government property for which an institution is accountable will be replaced by the institution, or reimbursement made to the United States for the value of the property lost or damaged.

22. Record of property issued to nonmilitary agencies.—a. No War Department property will be loaned to other agencies of the Government except upon approval of the War Department. Requests received from such agencies will be forwarded through channels to the War Department, together with the recommendation of the forwarding headquarters.

b. Unless otherwise specifically stated, loan authorizations hereafter issued by the War Department will be subject to and limited by the following restrictions: Property loaned to other Government agencies will be delivered at the War Department facility where such property may be available. The property will remain on accountability records of the War Department. Promptly after having served its purpose to the borrowing agency or upon call from the War Department, the borrowed property will be returned to the facility designated by the War Department. Loans of property will be limited normally to a period of 90 days. The cost of shipment incident to such loans will be borne by the borrowing department or agency concerned. Upon return of property to the War Department, the cost of replacement and repair incident to such loans will be covered by transfer of funds from the borrowing department or agency concerned to the credit of War Department funds only in those cases where the assumption of such costs under the appropriations of the borrowing establishment is authorized under existing statutes.

23. Property loaned to organizations of war veterans.—See AR 35-6590.

24. Accounting for property issued to rifle clubs.—See AR 35-6600.

25. Donations to schools of machinery, mechanical equipment, and tools no longer needed by the Army.—See AR 35-6610.

26. Accounting for Government property furnished to contractors or private firms.—a. Every army agency, contracting for the procurement of any article in connection with which Government property of any kind is furnished to contractors under their contracts, will show in each contract or purchase order the official station and title of the individual or individuals who will be responsible for maintaining accountability records of the property so furnished.

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b. TM14-910 prescribes the procedures for accounting for Government property under cost-plus-a-fixed-fee supply contracts; and TM 14-911 prescribes the procedures for accounting for Government property under fixed-price contracts. Property furnished to contractors and not required to be included within the scope of the above-cited manuals will be accounted for as follows:

- (1) A record of materials and supplies furnished to a contractor for fabrication or incorporation into articles contracted for will be established to show—
  - (a) Quantities furnished to the contractor.
  - (b) Quantities consumed.
  - (c) Number of articles completed, inspected, and accepted.
  - (d) Quantities of unused materials and supplies returned by the contractor, and
  - (e) Reference to action taken, where necessary, to effect settlement for shortages or excess usage or consumption of materials and supplies furnished to the contractor.

This record will be maintained on WD Form 27 (Materials Delivered to Contractor) or improvised forms which will accomplish the same purpose.

- (2) Property furnished to a contractor for purposes other than fabrication or incorporation into articles contracted for, such as machinery, dies, jigs, fixtures, and drawings, will be accounted for in accordance with the provisions of the contract (see a above) which may direct either that the property so furnished will be accounted for on the record of accountability provided for in (1) above, or that accountability for the property so furnished will be retained by the accountable issuing officer who will obtain the contractor's acknowledgment of receipt for all property involved.
- (3) Drawings, samples of supplies, or other articles loaned to contractors and private firms under authority contained in paragraph 7-314, Procurement Regulation 7, will be receipted for by authorized representatives of the contractors or firms, and accountability retained by the accountable issuing officer.

c. When Government property is shipped to contractors and private firms under the provisions of this paragraph, as a minimum for property accounting purposes, two copies of the shipping document will be forwarded to the contractor with directions to sign one copy acknowledging receipt of the property and to forward it to the individual designated to keep the records of Government property involved. The other copy will be retained by the contractor. A copy of the shipping document will be sent direct by the accountable shipping officer also to the officer designated to maintain accountability for the property involved.

27. Record of property in sales stores.—See AR 35-6860 and TM 10-215.

28. Excepted property accounts.—These regulations do not apply to property pertaining specifically to civil works activities under the jurisdiction of the Chief of Engineers or to the Board of Road Commissioners for Alaska, national cemeteries, national military parks, or national monuments, which is procured from funds other than those appropriated for support of the Army in its capacity as an organization for national defense, and the records of such property will not be audited under the provisions of AR 35-6740.

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29. Inventories of property.—In the interest of proper accounting, complete, detailed, and accurate inventories of property and supplies will be made as follows:

a. Responsible officers will inventory the property for which they are responsible at least annually, or more often if prescribed by special instructions or if the commanding officer deems it expedient. Accountable officers will either inventory the property for which they are accountable at least annually, or will, in lieu thereof, verify the accuracy of their accounts by reconciliation with approved inventories taken by officers who hold responsibility for the property or portions thereof which are included in the accountable records.

b. At posts, camps, and stations inventory procedures will be as prescribed in TM 38-403 and TM 38-410. At depots and like installations where large quantities of property and supplies are stored, either a complete or cycle inventory may be prescribed by the chief of technical service (or the Commanding General, Army Air Forces), so that a complete physical count of all property will be accomplished at least once during each fiscal year. More frequent inventories may be prescribed by chiefs of technical services or by the Commanding General, Army Air Forces, in respect of installations under their command. Special inventories will be taken when zero or credit balances appear on stock records or when warehouse refusals occur or when an item is found which is not on location records.

c. Real property as defined in paragraph 11a will be inventoried at such time as directed by commanding officers, or by chiefs of technical services, or by the Commanding General, Army Air Forces.

d. Installed property, as defined in paragraph 11b, will be inventoried by the accountable officer at least once annually, and, in addition, at such other times as may be directed by local commanding officers, or chiefs of technical services, or the Commanding General, Army Air Forces, for items of property within their respective supply responsibilities.

e. Government property furnished to War Department contractors under their contracts will be inventoried at the completion or at the termination of the contracts in accordance with TM 14-910 and TM 14-911. Interim inventories will be taken at such times as may be directed by the interested contracting officers, subject to any instructions which may be issued by the Commanding General, Army Air Forces, or the chiefs of technical services.

f. Property loaned to contractors and private firms (see par. 26b(3)) will be inventoried annually, or more often if the commanding officer of the accountable issuing officer's station so directs.

g. Sales articles in sales commissaries will be inventoried as prescribed in TM 10-215.

30. Adjustment of discrepancies disclosed by inventories.—a. In all cases immediate steps will be taken to adjust discrepancies disclosed by inventory. Procedures for inventories and inventory adjustments at posts, camps, and stations will be as prescribed in TM 38-403 or TM 38-410. At depots and like installations, similar methods will be followed. The following will be observed with respect to all inventory adjustments:

- (1) Adjustments of a stock record account which are necessary by reason of discrepancies disclosed by inventory, and which are due to minor operational losses or undiscoverable posting errors, may be approved by the commanding officer of the installation or by a fully qualified officer designated by him for the purpose, provided that



in no case will an officer who is accountable for property be designated to approve inventory adjustments. Such adjustments will be entered on Inventory Adjustment Report (WD AGO Form 444 or WD AAF Form 85). In the case of class II installations, chiefs of technical services may prescribe that inventory adjustment reports will be submitted to a higher echelon in command for approval.

(2) The procedure in (1) above is authorized only in connection with minor operational losses or undiscoverable errors in posting in active stock record accounts involving numerous transactions of issue and receipt, and is not applicable to less active stock record accounts maintained primarily for accounting control. The procedure will not be used for adjustment of discrepancies in inventories of property issued on memorandum receipt, except as such discrepancies appear to involve undiscoverable posting errors in the stock record account of the accountable officer. Any shortages disclosed by inventory which do not appear to be due to minor operational losses or undiscoverable posting errors will require adjustment under provisions of AR 35-6640. Commanding officers will require extreme care in review of inventory adjustment reports, to the end that all abnormal losses are surveyed, and that all effort is made to identify posting errors before they are reported undiscoverable.

(3) Any inventory adjustments not approved under the procedures in (1) above will require action by report of survey as prescribed in TM 14-004.

(4) Inventory adjustments in unserviceable property records may be made under the procedures set forth in (1), (2), and (3) above.

b. Adjustment of inventories of sales commissaries will be as prescribed in TM 10-215.

c. Discrepancies disclosed by inventories of real and installed property as defined in paragraph 12 will be adjusted by report of survey (WD AGO Form 15).

d. Discrepancies disclosed by inventories of Government property furnished to War Department contractors will be reported to the interested contracting officers for appropriate action under terms of the contracts involved.

31. Accounting for property in time of war or emergency.—a. In time of war or emergency, when directed by the Secretary of War under general or special instructions, accounting for property of all kinds on hand and issued in theaters of operations, or other areas as may be directed by the Secretary of War, will conform to the procedure prescribed in FM 100-10 implemented by such special instructions as may be issued.

b. An organization which may have ceased to account for its property under the authority contained in a above will, prior to permanent departure from a theater of operations to the zone of interior, be required to reestablish property accounting records under instructions issued by the theater commander which will insure that all clothing and equipment not authorized for the return movement is turned in to the appropriate supply agency, and that property remaining in possession of the organization is recorded in an organization property book. Where directed by the War Department, initiation of the organization property book may be deferred until arrival of the organization at the station in the zone of interior at which training is to be resumed; in such case, the items authorized

for the return movement, whether in the possession of the organization or shipped by the organization or shipped by the organization, will be listed by item and quantity on an interim form, as may be prescribed in War Department instructions, such form to be used as the basis for establishment of the organization property book upon arrival at the station where training is to be resumed. If any situation should arise where a theater commander has not issued appropriate instructions as contemplated above, the commanding officer of the organization will, prior to departure from the theater, cause to be made by a disinterested officer a complete inventory of all property on hand and will initiate a new property record based upon the inventory and certified to by the disinterested officer.

c. Similarly, if any property other than organizational property, which is to pass out of a theater of operations (except for purposes of salvage), has not previously been accounted for on a property record or is not covered by shipping documents in the usual manner, it will, under instructions to be issued by theater commanders, be inventoried by disinterested officers and taken up in an appropriate property record in the zone of communications prior to shipment from the theater.

32. Accounting for supplies at training activities.—a. In connection with accounting for supplies at schools, replacement training centers, unit training centers, and similar commands and activities (hereafter in this paragraph referred to as training activities), the Commanding General, Army Ground Forces or Army Air Forces, as appropriate, will have discretion in prescribing either—

(1) That the training activity will have an accountable supply officer to whom authorized supplies and equipment will be shipped with transfer of accountability; or

(2) That the training activity will have all authorized items issued to it on memorandum receipt by the accountable station supply officer, and that the supply officer of the training activity will not take such supplies up on accountable records.

In all cases, the commanding officer of the training activity will designate a supply officer who will maintain the necessary property records in accordance with current directives as applicable to the situation described in either (1) or (2) above.

b. An accountable supply officer established at a training activity under the provisions of a(1) above will not carry station stocks in the manner authorized for accountable station supply officers, but will only maintain accountability for items specifically authorized for the activity. The accountable officer of the training activity will not submit requisitions to depots, but will obtain his supplies by requisition on the appropriate supply officer of the station at which located or of the station on which the activity has been based for supply.

c. In those instances where an accountable officer has been designated in accordance with a(1) above, all authorized items of property will be shipped as a transfer of accountability to the training activity by the accountable station supply officer, except that items of post, camp, and station tables of allowances will be issued to the training activity on memorandum receipt by the appropriate accountable station supply officer.

d. In those instances where the supply officer of the training activity has not been designated as an accountable officer, authorized items of property will be issued to the training activity on memorandum receipt by the appropriate accountable station supply officer.

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e. In either case (whether or not the supply officer of the training activity has been designated as accountable officer), items of individual clothing and equipment and authorized expendable items will be issued by station supply officers to the training activity in the same manner prescribed for units and organizations under current War Department directives.

f. Items of property which must be returned to training activity accountable or responsible officers will be issued to integral units of the training activities, or to individual students or trainees thereof, either on memorandum receipt or informal hand receipt as prescribed by the commanding officer of the training activity.

g. The commander of the training activity is responsible that only quantities authorized by tables of allowances or by other competent authorizations are requisitioned or are on hand at the training activity. Unless specifically authorized for retention by the major command concerned, excesses will be returned promptly to the station supply officer.

33. Accountability for property in offices of military attachés.—a. Accountability for all public property in offices of military attachés will be maintained in the stock record account of the property officer, Office of the Director of Intelligence, Washington, D. C. All nonexpendable property issued for use in offices of military attachés will be loaned thereon on a memorandum receipt basis, with residual responsibility for the property attaching to the respective offices.

b. Procedures governing the requisition, issue, use, local purchase, and return of such property will be as prescribed in current War Department directives.

34. Accounting for stamps, tickets, and tokens.—a. Postage stamps, local transportation tickets or tokens, bridge tickets, and similar items procured with appropriated funds are to be issued for use exclusively in the Government service. Such items when purchased will be taken up on the quartermaster property account but at no time will more than a 30-day supply of these items be maintained on hand by the accountable supply officer. A separate stock record card will be maintained for each denomination and/or money value of stamps, tickets, or tokens.

b. Initial issues of postage stamps, transportation tickets or tokens, bridge tickets, and similar items will be made on memorandum receipt to using officers on the basis of a 15-day supply. Subsequent replenishment of a using officer's stocks will be based on certification by that officer that supplies being replaced were expended solely in the public service. Replenishment vouchers bearing such expenditure certificates will serve as valid credit vouchers to the accountable officer's stock record account covering this type of property.

c. Responsible officers to whom postage stamps, transportation tickets or tokens, bridge tickets, etc. have been issued will be required to maintain such records of those items as will enable the station commander to insure himself of proper administration. At the close of the using office, the remaining balance of such items on hand will be turned in together with a properly certified voucher covering that amount, if any, not previously accounted for by certificate of expenditure.

d. In case of shortages of such items in the using officer's account, requisitions for replenishment will be certified as to the quantity actually used. The balance of the issue, representing the shortage will be supported by a report of survey processed in accordance with TM 14-904. This report of survey will be filed in support of the issue slip. Any overage or shortage in the stamp, ticket, or token

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## FINANCE DEPARTMENT

## PROPERTY ACCOUNTABILITY AND RESPONSIBILITY

CHANGES  
No. 3

WAR DEPARTMENT  
WASHINGTON 25, D. C., 17 June 1947

AR 35-6520, 20 August 1946, is changed as follows:

## 8. Responsibility of individuals.

d. Where the strength of military personnel within any fixed installation, as distinguished from an organization or unit, is so diminished as to render the appointment of military responsible officers impracticable, qualified civilian employees may be designated as responsible property officers. Such appointments will be subject to the approval of the installation commander. Approval will be conditioned upon satisfactory justification in light of circumstances in the particular case. Local designations of civilian responsible property officers will conform to the provisions of paragraph 5h. The officer in charge of the activity is charged with supervisory responsibility for property held on memorandum receipt by a civilian responsible officer under his authority. Installation commanders will install adequate procedures to assure that memorandum receipt accounts of civilians are cleared before their employment is terminated.

[AG 140.2 (2 Jun 47)]

## 20. Record of property on memorandum receipt.

f. (As changed by C 2, 25 Mar 47) Instruments, apparatus, and technical articles issued to an officer detailed under the provisions of section 127a, National Defense Act, to pursue a course of study at a technical, professional, or other educational institution, will be carried on the property account or accounts designated by the chief of the technical service concerned, or by the Commanding General, Army Air Forces, as the case may be, and will be issued to the student officer on memorandum receipt.

[AG 140.2 (10 Mar 47)]

## 22. Record of property issued to nonmilitary agencies.

c. (Added) No part of this paragraph shall be construed as having application to loans to other Government departments or agencies of "arms (and) suitable accouterments for use therewith," under the provisions of the act of March 3, 1879 (20 Stat. 412) and the act of April 14, 1937 (50 Stat. 63; 50 U. S. C. 61; M. L. 1939, sec. 2090).

[AG 140.2 (2 Jun 47)]

23. Property loaned or donated to veterans' organizations, museums, and municipal corporations.—Accountability for condemned or obsolete War Department property donated to veterans' organizations, museums, and municipal corporations will be terminated in accordance with PR 7-407. Loans of military property to recognized national veterans' organizations for use at national or state conventions under the provisions of Public Law 411—79th Congress will be accounted for in accordance with current War Department directives.

[AG 140.2 (2 Jun 47)]

## 34. Accounting for stamps, tickets, and tokens.

\*These changes supersede C 2, 25 March 1947, and section I, WD Circular 232, 1946.

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## FINANCE DEPARTMENT

f. Inasmuch as postage stamps cannot be exchanged or redeemed under existing postal laws and regulations, except when specifically authorized by the Postmaster General in exceptional cases, the authorized 30-day supply of these items will be restricted to denominations that can be consumed within the command. Stocks of postage stamps which are determined to be excess to the needs of class I, II, or III installations will be reported immediately to the appropriate army or major Army Air Forces command headquarters which will take necessary action to effect disposition of such excesses within its command. If excesses are of such size or composed of stamps of such denominations as to make consumption within a command impossible, written request for disposition instructions will be made to The Quartermaster General who, in the case of unusable denominations, will undertake necessary coordination with the Post Office Department to secure an exchange. Requests of this latter type, which will be kept to a minimum, will set forth the quantities and denominations of the stamps determined to be excess and will include the designation and location of the U. S. post office(s) at which exchange will be effected, if authorized by the Postmaster General. So far as practicable, the U. S. post office from which the stamps were purchased will be utilized for this purpose. Authority for exchange of stamps, received from the Post Office Department, will be furnished to the appropriate army or major Army Air Forces command for necessary action. Pending receipt of such authority, however, the command will exert every effort to utilize the excess stamps.

[AG 140.2 (2 Jun 47)]

## BY ORDER OF THE SECRETARY OF WAR:

EDWARD F. WITSELL  
Major General  
The Adjutant General

DWIGHT D. EISENHOWER  
Chief of Staff

## Distribution:

A: E

1. The Adjutant General will be responsible for the distribution of stamps to the appropriate army or major Army Air Forces command headquarters. The Adjutant General will also be responsible for the distribution of stamps to the appropriate army or major Army Air Forces command headquarters. The Adjutant General will also be responsible for the distribution of stamps to the appropriate army or major Army Air Forces command headquarters.

2. The Adjutant General will be responsible for the distribution of stamps to the appropriate army or major Army Air Forces command headquarters. The Adjutant General will also be responsible for the distribution of stamps to the appropriate army or major Army Air Forces command headquarters. The Adjutant General will also be responsible for the distribution of stamps to the appropriate army or major Army Air Forces command headquarters.

## PROPERTY ACCOUNTABILITY

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account of the accountable supply officer will be adjusted in accordance with the inventory adjustment procedure prescribed in section XI, TM 39-403, and section XV, TM 39-410. However, any shortage of these items will necessitate preparation and processing of a report of survey as a supporting document to the inventory adjustment report.

e. Because of the negotiable character of such property, both responsible and accountable officers will exercise particular care in safeguarding it. Such further methods of local control will be established as may be required to insure adequate protection of the Government's interests.

f. Inasmuch as postage stamps cannot be exchanged or redeemed under existing postal laws and regulations, stocks of postage stamps on hand, or stocks of particular denominations, which are determined to be excess to the needs of class I, II, or III installations, in accordance with a above, will be reported immediately to the appropriate army area headquarters having territorial jurisdiction or major Army Air Forces command headquarters having command jurisdiction which will in turn issue disposition instructions. If excesses are of such size or composed of such denominations as to make consumption within a command impossible, the command will make written request for disposition instructions to the Office of the Quartermaster General, setting forth those quantities and denominations of stamps determined as excess.

[AG 140.2 (12 Jul 46)]

## BY ORDER OF THE SECRETARY OF WAR:

EDWARD F. WITSELL  
Major General  
The Adjutant General

DWIGHT D. EISENHOWER  
Chief of Staff

## Distribution:

A: E

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**FINANCE DEPARTMENT**  
**PROPERTY ACCOUNTABILITY AND RESPONSIBILITY**

CHANGES  
 No. 5 }

DEPARTMENT OF THE ARMY  
 WASHINGTON 25, D. C., 23 May 1950

AR 35-6520, 20 August 1946, is changed as follows:

**15.1 (Added) Army stock record account serial numbers covering Air Force property.**—The following additional instructions will govern in the assignment of serial numbers to Army stock record accounts (par. 15) covering Air Force property:

a. The prefix "AF" as applied to Air Force accounts under the provisions of AF Manual 67-1 will not be used in connection with serial numbers assigned to Army accounts covering Air Force property. The suffix "SO" used for designating Air Force accounts at certain Air Force installations will also not be used in connection with Army accounts. Army accounts covering Air Force property will be assigned the usual Army designations. In the case of a combined account having an Air Force section, such section will be designated by the letter suffix "A" following the numerical designation.

b. The officer detailed as property officer or supply officer for Air Force property at Army installations will be designated hereafter on requisitions as "Air supply officer," and in the case of combined accounts having an Air Force section the account number entered on the requisition will contain the suffix "A." For example a requisition on WD AGO Form 445 (Requisition) for Air Force supplies to be accounted for on an Air Force section of a combined account at Camp Campbell, Ky., would show the following:

|  |   |   |
|--|---|---|
| •   •   •   •   •   •   •  |   |   |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 10%; border: 1px solid black; padding: 2px;">Ship to</td> <td style="border: none; padding: 2px;">Transportation officer; for Air supply officer, Camp Campbell, Ky.</td> </tr> </table>   | Ship to   | Transportation officer; for Air supply officer, Camp Campbell, Ky.  |
| Ship to  | Transportation officer; for Air supply officer, Camp Campbell, Ky.  |   |
| •   •   •   •   •   •   •  |   |   |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <div style="border: 1px solid black; padding: 2px; font-size: small;">The Action Symbol Column is for Depot Use Only</div> <div style="border: 1px solid black; padding: 2px; font-weight: bold;">WD AGO Form 445</div> </td> <td style="width: 50%; border: none; vertical-align: top;"> <div style="border: 1px solid black; padding: 2px; font-size: small;">FOR THE COMMANDING OFFICER:<br/>25 Mar 1950<br/>R. B. Smith, Maj. QMC, 2-997-A<br/>(Air supply officer)</div> </td> </tr> </table> | <div style="border: 1px solid black; padding: 2px; font-size: small;">The Action Symbol Column is for Depot Use Only</div> <div style="border: 1px solid black; padding: 2px; font-weight: bold;">WD AGO Form 445</div> | <div style="border: 1px solid black; padding: 2px; font-size: small;">FOR THE COMMANDING OFFICER:<br/>25 Mar 1950<br/>R. B. Smith, Maj. QMC, 2-997-A<br/>(Air supply officer)</div> |
| <div style="border: 1px solid black; padding: 2px; font-size: small;">The Action Symbol Column is for Depot Use Only</div> <div style="border: 1px solid black; padding: 2px; font-weight: bold;">WD AGO Form 445</div>  | <div style="border: 1px solid black; padding: 2px; font-size: small;">FOR THE COMMANDING OFFICER:<br/>25 Mar 1950<br/>R. B. Smith, Maj. QMC, 2-997-A<br/>(Air supply officer)</div>                                     |   |

[AG 140.2 (28 Apr 50)]

BY ORDER OF THE SECRETARY OF THE ARMY:

OFFICIAL:  
 EDWARD F. WITSELL  
*Major General, USA*  
*The Adjutant General*

J. LAWTON COLLINS  
*Chief of Staff, United States Army*

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## FINANCE DEPARTMENT

complete, the record should show the unit, less the individual items which are missing.

f. DA AGO Form 14-110 (Company (Unit) Property Record), or any similar form may be used in maintaining company property books, provided the form furnishes the information prescribed in c above.

g. Technical libraries of divisions or higher echelon staff units will be accounted for in the company property book of the headquarters company in which is recorded the other organization property of the staff unit concerned. [AG 140.2 (5 Apr 49)]

22. (Superseded) Record of property issued to nonmilitary agencies.—a. No Department of the Army property will be loaned to nonmilitary agencies of the Government except upon approval of the Department of the Army. Requests received from such agencies will be forwarded through channels to the Director of Logistics, General Staff, United States Army, together with the recommendations of the forwarding headquarters.

b. Unless otherwise specifically stated, loan authorizations hereafter issued by the Department of the Army will be subject to and limited by the following restrictions: Property loaned to nonmilitary Government agencies will be delivered at the Department of the Army facility where such property may be available. The property will remain on accountability records of the Department of the Army. Promptly after having served its purpose to the borrowing agency or upon call from the Department of the Army, the borrowed property will be returned to the facility designated by the Department of the Army. *Loans of property will be limited normally to a period of 90 days.* The cost of shipment incident to such loans will be borne by the borrowing agency concerned. Upon return of property to the Department of the Army, the cost of replacement and repair incident to such loans will be covered by transfer of funds from the borrowing agency concerned to the credit of Department of the Army funds only in those cases where the assumption of such costs under the appropriations of the borrowing establishment is authorized under existing statutes.

c. No part of this paragraph shall be construed as having application to loans to other Government agencies or "arms (and) suitable accouterments for use therewith," under the provisions of the act of 3 March 1879 (20 Stat. 412) and the act of 14 April 1937 (50 Stat. 63; 50 U. S. C. 61; M. L. 1939, sec. 2030).

d. The provisions of a and b above shall not be construed as having application to the loan of property to Departments of the National Military Establishment by installation commanders under authority delegated by army commanders or the heads of technical services, as appropriate.

[AG 140.2 (27 Jan 48)]

BY ORDER OF THE SECRETARY OF THE ARMY.

## OFFICIAL:

EDWARD F. WITSELL  
Major General  
The Adjutant General

OMAR N. BRADLEY

Chief of Staff, United States Army

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## FINANCE DEPARTMENT

## PROPERTY ACCOUNTABILITY AND RESPONSIBILITY

CHANGES  
No. 4.DEPARTMENT OF THE ARMY  
WASHINGTON 25, D. C., 21 April 1949

AR 35-6520, 20 August 1940, is changed as follows:

19. (Superseded) Accounting for authorized allowances of clothing and equipment.

a. Records of authorized allowances of clothing and equipment prescribed in applicable tables of allowances, tables of organization and equipment, and all other equipment allowance media, will, when such articles are issued to companies, detachments, units, or similar organizations, including Army service units, technical service units, training companies of training division, and any other nontable of organization units, be maintained in accordance with the following instructions:

b. Regimental, separate battalion, and similar supply officers will maintain files of all papers pertaining to property transactions with units of the organization. Such files will be maintained in an orderly manner so as to be available for examination or inspection at any time. A separate file will be maintained for each unit which will include all documents involving property transactions with the particular unit. For disposition of these records, see AR 35-6700.

c. A company property book will be maintained by the commanding officer of each company, detachment, or similar organization indicated in a above to reflect at all times—

- (1) Authorized allowances of each item of organizational clothing and equipment prescribed for the unit and/or individual members thereof.
  - (a) Certain items of individual clothing and equipment in T/A 21, have been redesignated as organizational clothing and organizational equipment by recent Department of the Army directives. These items will be recorded in the unit property book.
  - (b) When issued to the individual these items will be posted on WD AGO Form 32 (Individual Clothing and Equipment Record) for enlisted men, and WD AGO Form 732 (Women's Army Corps—Individual Clothing and Equipment Record) for enlisted women.
- (2) Quantities actually on hand and in serviceable condition.
- (3) Shortages for which a requisition has been submitted.
- (4) Quantities on hand in excess of authorized allowances with the authority therefor.

Commanding officers of companies or similar units will maintain a file in support of entries in the company property book in the manner prescribed in b above.

d. Issues of individual clothing and equipment will be reflected on the Issue Slips (DA AGO Form 440) and posted to the individual clothing and equipment records (WD AGO Form 32 for enlisted men, and WD AGO Form 732 for enlisted women), in accordance with the provisions of AR 615-40.

e. Unit assemblies, kits, chests, etc., will be carried in company property books as single items. If contents are complete, they need not be listed in detail provided the identifying stock number of the unit is shown. If contents are not

\*These changes supersede section I, DA Circular 49, 1948.

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Executive

15 November 1950

Chairman, Covert Property Survey Board

Relief from Property Responsibility

25X1A

25X1A

Reference is made to a memorandum dated 15 November 1950 to the Executive from the Chairman, Covert Property Survey Board, concerning Survey Reports Nos. 00112, 00113 and 00114 from [redacted]. In the submission of the three Survey Reports requesting approval of the recommendation that the Responsible Officer be relieved of responsibility for property shipped to the [redacted], it was pointed out that there are no CIA regulations covering relief from responsibility under these circumstances. Responsible Officers issuing property under similar circumstances may only be relieved by the recommendation of the Covert Property Survey Board which must act without benefit of specific Agency regulations governing disposal of property in a theater of operations or a combat zone.

It is the recommendation of the Covert Property Survey Board that consideration be given to amending General Administrative Instruction No. 8, dated 27 October 1949, to cover relief from responsibility for property issued to personnel operating under war or combat circumstances. For consideration there is submitted a copy of Army Regulations No. 36-6520 with specific reference to paragraph 31, "Accounting for property in time of war and emergency."

25X1A

Attachment (1)  
Army Regs. #36-6520

**SECRET**

Deputy Director (Administration)

13 April 1951

Advisor for Management

Draft of CIA Regulation Number [ ] Property Accountability in 25X1A  
Combat Areas or Under Emergency Political Situations.

25X1A 1. Attached is a draft of a proposed CIA Regulation Number  
[ ] Property Accountability in Combat Areas or Under Emergency  
Political Situations.

2. This Regulation establishes Agency policy with regard  
to loss, abandonment, or destruction of Government property under  
emergency conditions.

3. This Regulation has been coordinated with and has been  
concurrent in by the following Offices:

Office of Operations  
Office of Special Operations  
Office of Policy Coordination  
Office of Scientific Intelligence  
General Counsel  
Comptroller  
Inspection and Security Office  
Procurement Office

4. Recommend approval.

[ ] 25X1A

Attachment

HDM/ms

cc: Subject File ✓



## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

## 4. PROPERTY ACCOUNTABILITY IN COMBAT AREAS OR UNDER EMERGENCY POLITICAL SITUATIONS

## A. Definition

For the purposes of this regulation "Headquarters action" shall be construed as advice by the home Office of the Field Station concerned to the Chief of Procurement who has final responsibility for the accountability of property abandoned, destroyed or dropped from the records by responsible officers in the field.

## B. Accounting for Property in Combat Areas

## (1) Chief of Station

When military forces present within a combat area have been authorized to drop accountability for property, the Chief of Station shall request authority and Headquarters shall instruct that the Chief of Station shall drop responsibility for all property located in the combat area, or issued or shipped to personnel operating in the ~~new~~ combat area. Survey Reports on all property shall be prepared immediately, forwarded to Headquarters, and will be accepted as a credit voucher to Station supply records. Where circumstances do not permit the Station to prepare the Survey Report, Headquarters shall upon being so informed by the Station prepare the Survey report to drop accountability on behalf of the Station.

## (2) Parent Stations and Sub-stations

Where Parent Stations are located within the combat area or are acting in a support capacity from outside the combat area, the Parent Station shall follow the procedure in Paragraph B (1), above, on behalf of its Sub-stations. Under circumstances in which a sub-Station is severed from direct communication with its Parent Station, the Chief of the Sub-station will assume all property responsibility for his Station as is required of the Chief of the Parent Station in Paragraph B (1), above.

## C. Accounting for Property under Emergency Political Situations

## (1) Chief of Station

For property located within, or shipped into areas where military combat conditions do not apply but emergency political situations may require the abandonment, destruction of property, or dropping of property accountability the Chief of Station shall submit recommendations for property disposition and dropping of responsibility,

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## CENTRAL INTELLIGENCE AGENCY REGULATION

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to Headquarters for approval. When Headquarters concurs in the recommendation to drop property responsibility, the survey procedure of Paragraph B (1), above, shall apply. Where time does not permit orderly disposition because of an emergency threatening loss of life and Government property, such as an invasion or bombing, the Chief of Station is authorized to take independent action in the best interests of the Government to abandon or destroy property and records without the prior approval of Headquarters. Headquarters in such cases shall upon being so informed by the Station prepare the Survey Report to drop accountability on behalf of the Station.

## (2) Parent Stations and Sub-stations

Where Parent Stations are located within the critical area or are acting in a support capacity from outside the critical area, the Parent Station shall follow the procedure in Paragraph C (1), above, on behalf of its Sub-stations. Under circumstances in which a Sub-station is severed from direct communication with its Parent Station, the Chief of the Sub-station will assume all property responsibility for his Station as is required of the Chief of the Parent Station in Paragraph C (1), above.

## D. Re-establishing of Property Accountability

When Headquarters has determined that the designation of combat areas should be removed from an area or the emergency political situation has cleared, it is the responsibility of the Chief of Station to take aggressive action to assure that all organization property is re-entered on the property records. Supply officers must exercise supervision to prevent the abandonment of supplies or the misappropriation of equipment by personnel prior to its being picked up on the records. All equipment returned to supply channels will be listed on a Property Turn-in Slip and will be the basis for posting to stock control cards. Two copies of the Property Turn-in Slip shall be forwarded to Headquarters without delay. Thereafter, standard supply record procedures will be followed.

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER 

## E. Interim Responsibility

After accountability has been dropped and prior to loss or destruction of or damage to the property as a result of the emergency, or prior to re-establishment of accountability, Chiefs of Stations and Sub-stations have the responsibility to take such steps as circumstances may permit to safeguard Government property and to see that it is put to proper official use.

*approved as to legal sufficiency.*



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Concur:

*- asst. Comysat.*

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